



# The Cathedral

Church of England VA

## Primary School

Victoria Road  
Chelmsford  
Essex  
CM1 1PA  
01245 354459  
office@cathedralschool.essex.sch.uk  
www.cathedralschool.co.uk  
Head Teacher - Mrs G Smith

### ADMISSIONS POLICY & SIF 2026/2027

#### Criteria for Ranking of Applications

The Published Admissions Number for each year is 45, in order to meet Department for Education requirements concerning the size of Key Stage 1 classes being no more than 30 pupils. More than 45 applications are often received and so the Governors operate a scheme, which is mindful of meeting the needs of church families and the wider community, in which the following categories are used, in the order set out below, to decide the ranking of applications.

1. Looked After Children<sup>(1)</sup>.
2. The child who has a brother or sister<sup>(2)</sup> at the School at the beginning of the school year during which they are to be admitted and whose parents continue to attend
  - an Anglican Church
  - a member Church of Churches Together in Britain and Ireland or a member Church of The Evangelical Alliance
  - a place of worship of other faiths
3. The child whose parents attend an Anglican Church.
4. Children of parents of Christian denominations who attend regular worship at churches which are fully affiliated to Churches Together in Britain & Ireland or The Evangelical Alliance.
5. Children of parents who are members of other faiths but who express a desire for a church school education.
6. The child who has a brother or sister at the School at the beginning of the school year during which they are to be admitted and who has no reference from a member Church of Churches Together in Britain and Ireland, The Evangelical Alliance or their place of worship (other faiths), with those living nearer being accorded the higher priority as measured by straight line distance.
7. Any other applicant, with those living nearer, measured by straight line distance<sup>(3)</sup>, being accorded the higher priority.

When considering the church categories 2, 3, 4 and 5 above, the following will be used to rank applicants:

- a) The parent's/parents' length of attendance at their church/place of worship.
- b) Whether the parent's/parents' commitment could be described as:
  - (i) at the heart of the worshipping community (e.g. communicant members regularly worshipping at services normally weekly);
  - (ii) at the heart of the worshipping community (e.g. communicant members regularly worshipping at services normally twice a month);
  - (iii) committed to the worshipping community (e.g. regularly worshipping at services normally monthly);
  - (iv) known to the worshipping community (e.g. less frequent attendance);
  - (v) not known to the worshipping community;

*In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.*

The Minister will be asked to confirm **how long the parent/parents have been worshipping at the church/place of worship and also their commitment**. If you have recently moved or have changed your church/place of worship, please copy pages 3 and 4 of the Supplementary Information Form and provide two references to show both your previous and current attendance.

- c) A distance factor is used in a tie-breaker situation where two families have equal commitments and length of time worshipping at their church/place of worship. In this case those living nearer to the school by straight line distance will be accorded the higher priority.

If your church is not Anglican (Church of England), we suggest you check with your church leader as to whether your church is a FULL member of Churches Together in Britain and Ireland and/or The Evangelical Alliance (including Afro Caribbean Evangelical Alliance). Membership of Churches Together, please go to [www.ctbi.org.uk](http://www.ctbi.org.uk). Membership of The Evangelical Alliance can be found at [www.eauk.org](http://www.eauk.org). **A Church must be a member of Churches Together in Britain and Ireland or The Evangelical Alliance as at the date of the meeting of School's Admissions Committee.**

### Additional Information

- If an application is refused, parents have the right of appeal under the 1980 Education Act and Section 94 of the School Standards & Framework Act 1998. Details of the appeal process will be included in the offer pack sent to parents by the Local Authority.
- The Admissions Policy for Reception Intake will be administered in accordance with the Local Authority Co-ordinated Scheme. Applications for places must be made through the Local Authority, completing the Common Application Form by the closing date published in the Primary Education in Essex booklet. For further details visit [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).
- Applications for school places outside the normal admission round should be sent to School Admissions at Essex County Council. Please note that a Supplementary Information Form (SIF) should also be completed and returned to the School. All such applications will be considered as and when they are received.
- Essex County Council maintains a waiting list during the normal admission round; the school maintains the waiting list outside the admission round.
- The governing bodies is required by law to admit a child with a statement of special needs (SEN) or education health and care plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment or education health and care assessment and for whom a final statement of special educational needs or education health and care plan has been issued.
- Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. Parents who want to differ from the usual school practice should discuss this with the Head Teacher.

### Waiting Lists

- In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the summer term.

### NOTES

- (1) *Looked after children are children who are in the care of the Local Authority or who are provided with accommodation by that Authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989). The looked after children category also includes children who have previously been looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.*
- (2) *A sibling is determined as a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household. Biological siblings will be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.*
- (3) *All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey.*



# The Cathedral

Church of England VA

## Primary School

### Part 1

To be completed by the Parent or Person with parental responsibility.

#### PLEASE COMPLETE IN BLACK INK AND BLOCK CAPITALS

Child's surname

Christian names

Date of birth

Address

Postcode

Daytime tel. no. (please give area code)

Evening tel. no. (please give area code)

Full name of Parents or Persons with parental responsibility and relationship to child

### Sibling information

Names of brothers and sisters attending The Cathedral School at the beginning of the school year during which the above named child is to be admitted

### Church and Worship

1. Name of Church attended .....

2. How long have you been worshipping at this church ? (please tick one)

|                     |  |
|---------------------|--|
| Less than 6 months  |  |
| 6 to 12 months      |  |
| 12 to 24 months     |  |
| 24 to 36 months     |  |
| 36 to 48 months     |  |
| More than 48 months |  |

3. Would you describe your church attendance and involvement to be (please tick your answer)

|  |  |
|--|--|
| i) At the heart of the church (we are communicant members and worship regularly and weekly)              |  |
| ii) At the heart of the church (we are communicant members and worship regularly at least twice a month) |  |
| iii) Committed to the church (we worship regularly at least monthly)                                     |  |
| iv) Known to the church (we attend but not regularly)  |  |
| v) Not known to the church   |  |

I/We with parental responsibility for the above child, declare the above facts to be true.

If our child should gain a place, we will do all we can to support the School and to co-operate with the staff.

I/We understand that this is a Church of England School.

Signed

Date

Parents/Persons with Parental Responsibility

**After completing Part 1,**

Please attach any appropriate extra supplementary information (e.g. medical) and hand this form to your Priest/Minister with a stamped envelope addressed to the Head of the School. The Priest/Minister should send it direct to the school after he/she has completed Part 2.

**Please impress upon the Priest / Minister that the form must reach the school by 31<sup>st</sup> January 2026 at the latest.**

*In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.*

**Part 2 to be completed by the Priest/Minister and returned with Part 1 to the school by 31<sup>st</sup> January 2026**

**PLEASE COMPLETE IN BLACK INK AND BLOCK CAPITALS**

1. How long have the parent/parents been worshipping at your church? (please tick one)

|                     |  |
|---------------------|--|
| Less than 6 months  |  |
| 6 to 12 months      |  |
| 12 to 24 months     |  |
| 24 to 36 months     |  |
| 36 to 48 months     |  |
| More than 48 months |  |

2. The commitment of the parent(s) is (please tick)

|   |  |
|---|--|
| i) At the heart of the church (communicant members and worship regularly and weekly)              |  |
| ii) At the heart of the church (communicant members and worship regularly at least twice a month) |  |
| iii) Committed to the church (worship regularly at least monthly)                                 |  |
| iv) Known to the church (we attend but not regularly)   |  |
| v) Not known to the church  |  |

3. Can you confirm the parent(s) answers to the questions in Part 1? Yes ☐ No ☐

If "no" please state your reasons:

- 4.. Any other comments?

---

Signed \_\_\_\_\_ Date \_\_\_\_\_

Priest/Minister

Name (block capitals)

Telephone no \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Church Office Telephone no \_\_\_\_\_

Name and address of Church \_\_\_\_\_