



## **ADMISSION POLICY 2023/24**

**Approved By Governors: 16 November 2021**

**Policy To Be Reviewed: November 2022**

Chrishall Holy Trinity & St Nicholas is a church school providing a safe, healthy, Christian community, where everyone is accepted and respected. Our aim is to give access to a curriculum and a range of learning experiences of the highest standard, educating for life.

**Growing our Future**

**Nurturing our Spirit**

**Celebrating our Uniqueness**

### **Introduction**

The Governing Body will admit all children attaining the age of 5 during an academic year as one intake in September. As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

The Governing Body believes that it is preferable that all Reception children attend full time education from September. However for all children we carry out the following 'phase in' induction.

First 5 days of the Autumn term - All children attend mornings.

Days 6 – 9 of the Autumn term - All children attend mornings and stay for lunch.

From then on - All children stay for a full day.

In exceptional circumstances an extended phase in period, in consultation with the Headteacher, will be considered.

The above recommendations do not remove parents' statutory right to take up a full-time place from September. Please do not hesitate to discuss such matters with the Head Teacher or Pre School Supervisor.

## **Application procedures**

### **Normal Admissions round – i.e. Applications for admission into Year Reception in September.**

Parents must make these applications to the Local Authority in which they live by the national closing date published in the “Primary Education in Essex” booklet (available online) i.e. 15 January.

This applies even if the child is already at Chrishall Preschool.

Applications and offers will be handled in accordance with the coordinated admissions scheme published by Essex County Council in the “Primary Education in Essex” booklet.

### **In-Year Applications**

From 1 April 2022, in year applications<sup>1</sup> should be made directly to Chrishall Holy Trinity and St Nicholas CE (A) Primary School. Application forms will be available on the school website from 1 April 2022, or from the school office. In the event of more than one applicant wanting a place at the same time in an existing year group the admissions criteria below will be applied.

In accordance with Essex guidelines the school does not offer part-time or flexi schooling.

Pupils will be admitted without reference to ability or aptitude.

The School Governors will admit children with a statement of Special Educational Needs that names the school.

Under Department of Education Net Capacity Assessment Method for primary schools, the schools net capacity is 105 and the indicated admissions number is 15. Therefore, in order to meet the statutory Key Stage 1 class size requirements, the school is publishing an admissions number of 15.

Subject to availability of places within the published number intended to be admitted it is the policy of the Governors to admit the children of all parents who express a preference for their children to be educated at this school. Attendance at Preschool will not automatically guarantee a place. Places will be allocated according to the admissions criteria below.

Prospective parents are encouraged to visit the school by arrangement with the Head Teacher through the School Office.

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<sup>1</sup> An application is an in-year application if it is for the admission of a child to Reception, but it is submitted on or after the first day of the first term of the admission year, **or** if it is for the admission of a child to an age group other than Reception.

## **Admissions Criteria**

Where applications for admission exceed the number of places available the following criteria will be applied in the order set out below to decide which children to admit.

1. Looked-after children<sup>2</sup> and all previously looked after children<sup>3</sup>, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>4</sup>.
2. Siblings<sup>5</sup> residing within the former Ecclesiastical Parishes of Holy Trinity, Chrishall and St. Nicholas, Elmdon with Wenden Lofts (including Duddenhoe End).
3. All other children residing within the former Ecclesiastical Parishes of Holy Trinity, Chrishall and St. Nicholas, Elmdon with Wenden Lofts.
4. All other Siblings<sup>5</sup> of those children already on roll in any but the final year of this school.
5. Children living in the Ecclesiastical Parish of the Icknield Way Villages (Chrishall Grange, Heydon, Great Chishill and Flint Cross).
6. Those who would benefit on pastoral, medical, social or psychological grounds and who can provide written evidence from an appropriate professional to show that attendance at this school is essential.
7. Children from outside the Ecclesiastical Parish of the Icknield Way Villages. Preference will be given to those who worship within a Christian community.

### **NOTES:**

- a) If you are applying under criterion 6 or 7 it is necessary to complete the Supplementary Information Form.
- b) The straight-line distance from home to the school will be taken into account, the shortest being given priority within each category. Distances are calculated by the Local Authority as defined in the "Primary Education in Essex" booklet, by use of a Geographical Information System, which measures the distance from the home address to the school.
- c) In the event that during the period specified for attendance at worship the church 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

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<sup>2</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school

<sup>3</sup> Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

<sup>4</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

<sup>5</sup> The definition of sibling is that used in the "Primary Education in Essex" booklet and applies to siblings of children already on roll **except** for those in the final year of this school.

Essex County Council defines a sibling as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit, in the same family household and address, who attends the preferred school in any year group excluding the final year.

Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also 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.

will only apply to the period when the church or alternative premises have been available for public worship

### **Waiting lists**

If your application for a place in September is refused (whether you appeal or not) a waiting list for admissions will be maintained in the order of priority of the above admissions criteria for Year R.

Waiting lists for other year groups are also maintained in the order of priority of the above admissions criteria. All waiting lists are kept for one academic year.

When a child is added to the waiting list, the list will be ranked again according to the Admissions Criteria stated above.

### **Appeals**

If your child is refused a place at our school, the School Standards and Framework Act 1998 gives parents the right to appeal against the decision of the governors regarding admissions. Parents wishing to appeal should complete the online form available on the Essex Admissions website (<https://www.essex.gov.uk/after-your-school-offer/appeals>). If a parent is unable to complete the online form, an admission appeal form is available to download from the same website and should be returned to:

Statutory Appeals Officer, P.O. Box 11, Chelmsford, CM1 1LX.  
or by email: [statutoryappeals@essex.gov.uk](mailto:statutoryappeals@essex.gov.uk)

### **Admission of children outside their normal age group**

The parents of a summer born<sup>6</sup> child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The application should be made at the correct time for the normal admission round for the following year.

#### **Summer born children 2024 entry**

If your child is born during the period 1 April 2019 to 31 Aug 2019 and you want him/her to start Reception in Sept 2024 (instead of starting in the 2023-2024 academic year) please contact the Headteacher to discuss this at the earliest opportunity.

There are no guarantees that an application will be automatically agreed.

If your request is not agreed and you would still prefer that your child starts in September 2024, you would need to make a mid-year application in the summer term in 2024 for a Year 1 place at the relevant schools. The application will not be dealt with as a Reception application.

We advise you to make any such request as soon as possible because if your request is not agreed, you will need to make an application for a place for the school year starting in September 2023, and the deadline for you to do this is 15 January 2023

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<sup>6</sup> The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August)

**Summer born children 2023 entry**

If your child is born during the period 1 April 2018 to 31 Aug 2018 and you want him/her to start Reception in Sept 2023 (instead of starting in the 2022-2023 academic year) please contact the Headteacher to discuss this at the earliest opportunity.

There are no guarantees that an application will be automatically agreed.

If your request is not agreed and you would still prefer that your child starts in September 2023, you would need to make a mid-year application in the summer term in 2023 for a Year 1 place. The application will not be dealt with as a Reception application.



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*Growing our future • Nurturing our spirit • Celebrating our uniqueness*

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**Supplementary Information Form for academic year 2023 2024**

**Full name of Child :**

**Date of Birth:**

**Name of Parent or Carer (Mr/Mrs/Ms):**

**Postal Address :**

**Post Code :**

**Telephone No. :**

**Date of Proposed Admission:**

*Please note further information may be requested.*

**If applying under category 6**

**Please briefly describe the basis of your application below. You may continue on a separate sheet if necessary.**

**Name of professional:**\_\_\_\_\_

**Qualification:**\_\_\_\_\_

**Professional's contact telephone number:**\_\_\_\_\_

**Professional's contact email address:**\_\_\_\_\_

**Please attach written evidence from the professional in support of this application to this information form.**

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Chrishall Holy Trinity & St Nicholas CE (A) Primary School fully complies with information legislation. For the full details on how we use your personal information please see our website [<https://chrishall.essex.sch.uk/essex/primary/chrishall/site/pages/dataprotection>] or call 01763 838592 if you are unable to access the internet.



Chrishall Holy Trinity and St. Nicholas C.E. (Aided) Primary School & Pre School  
Supplementary Information Form for academic year 2023\_2024

**If applying under category 7**

**Church attended:**

**Validation (priest, minister or church official to complete):**

**I confirm that \_\_\_\_\_ [name of applicant(s)] worships at**

\_\_\_\_\_

**Signed** \_\_\_\_\_

**Name & position (please print)** \_\_\_\_\_