

ADMISSIONS CRITERIA – RECEPTION (2021-2022)

The Governors will offer a place to a child with an Education, Health & Care (EHC) Plan which names Christ Church School. Thereafter, where there is over subscription the following priorities will apply:

- 1) All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order ^(note n)
- 2) Siblings ^(note d) of children attending the main ^(note o) school at the closing date for application.
- 3) Children whose parents ^(note c) at the closing date for application to the school worship at Christ Church at least twice a month and who have done so for at least two years up to that date.
- 4) Children whose parents ^(note c) are permanent members of the staff employed in the school with a permanent contract ^(note g) and are permanently living with the child for the majority of his/her time.
- 5) Children whose parents ^(note c) at the closing date for application to the school worship at a Christian ^(note a) church (whether Christ Church or elsewhere) and who have worshipped at a Christian ^(note a) church for at least two years up to that date, **and** whose permanent home address is in the area marked on the published map.
- 6) Children whose parents ^(note c) permanent home address is in the area marked on the published map.

Notes

- a) To meet the requirements of categories 3 and 5 of the admissions criteria regarding parents' worship at Christ Church or other Christian churches the school will require the Vicar or Minister-in-Charge to complete a form of confirmation. (It is the responsibility of parents to invite their Vicar/ Minister-in-Charge to send the form directly to the school in confidence at least by the closing date of applications to the LA to support applications under paras 3 and 5). A Christian church is one which for instance a member of Churches Together in England, Churches Together in Britain and Ireland, Affinity and/ or the Evangelical Alliance.
- b) "Worship" shall mean attendance at services at the relevant church on a not less than a twice-a-month basis on average. (In the case of Christ Church Chorleywood alone, 'services' can include church courses during the week,)
- c) "Parents" shall mean and include any person or persons *in loco parentis* to the applicant.
- d) "Sibling" of a child in the main school means a sister, brother, half brother or sister, adopted brother or sister, children looked after & previously looked after, or the child of the parent/carer or partner, and in every case living in the same house Monday to Friday.
- e) "Applicant" is a child on whose behalf an application for admission is being made.
- f) "Permanent home address" shall mean such address as at the closing date for application to the school. If a child regularly lives at more than one address Monday to Friday, the address provided should be the address where the child spends the majority of his/her time. Both parents /carers must declare this individually in a letter sent with the application. Proof of permanent home address will be sought. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main address.
- g) Children of staff will be considered in the following circumstances: i. where the member of staff has parental responsibility for the child and has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or ii. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- h) In the case of over subscription arising in any of the categories of admissions criteria, the deciding factor in that category will be geographical proximity to the school as measured on a straight line basis from the front gate of the home to the school gate, using Sat-Nav Latitude & Longitude positioning. In the event of a tie on distance, a person independent of the admission panel will select a name at random.
- i) A repeat application for admission within the same academic year will not be considered by the Governors unless, in their opinion, there has been a significant change of circumstances.
- j) In the case of children with special educational needs or a disability, but no statement, the oversubscription criteria will be applied as fairly to them as to other applicants.

- k) Parents must complete and return as indicated by the closing date firstly the Primary Application Form from the applicant's home Local Authority (which can be submitted online – for Hertfordshire see www.hertfordshire.gov.uk/admissions). Secondly – if they wish the application to be considered under criteria 2) to 5) above – they should complete the school's Supplementary Information Form (SIF); without a SIF, applications can be considered only under criteria: 1, 6 and 7.
- l) Twins/Multiple Births: Where the first twin (or siblings of multiple births) is allocated the last available place, the others will also be allocated places in line with the admissions code.
- m) **Applications to the Nursery and the Reception class are two separate procedures and attendance at Nursery does not guarantee admission to the Reception class.**
- n) The Children's Act 1989 defines a child who is 'looked after' as a child or young person accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38). An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- o) "Main school" is the school not including the Nursery, recognising the government's admission code.
- p) The school participates in the Fair Access Protocol and will admit children under this protocol before children on the continuing interest list, if necessary above the Published Admissions Number (PAN) once all efforts have been made to ensure that other schools under their PAN have been considered first.

ADMISSIONS PROCEDURE - Reception Class (for entry in September 2021)

- The Governors of this Church of England Academy are responsible for admissions, and will admit a maximum of 30 children each year (Published Admission Number – PAN) into the Reception class.
- **Parents must complete the Local Authority application form.**
- **Parents should also complete the school's own Supplementary Information Form (SIF) and return it to the school office by the given date.** If a SIF (and where appropriate Confirmation of Worship Form - CoW) is not completed the Local Governing Body will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority. The SIF and Confirmation of Worship Form (CoW) are available from the school and from its website and the SIF is also available on the Hertfordshire website.
- If the school is oversubscribed, the Governors will apply the criteria set out in the attached statement in the numbered points order.

The LA and the school's own Supplementary Information Form (SIF) and where appropriate Confirmation of Worship Form (CoW) must be received by the date of application published by the Local Authority. The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2021. However please note the following:

- a. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. A child reaches compulsory school age on the "prescribed day" following their fifth birthday (or on their fifth birthday if it falls on a prescribed day); the prescribed days are 31st December, 31st March and 31st August.
- b. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- c. Parents of a summer-born (1st April - 31st August) child may choose not to send that child to school until the September following their fifth birthday and may request, when responding to the offer of a place in the normal year, that they are admitted out of their normal age group to Reception rather than Year 1. Governors must take into account the views of the Head of the school when considering the request. If the request is agreed parents then need to submit an application for a place in the normal admissions round for that year group.
- d. The statutory right to appeal does not apply if the child is offered a place at the school but not in their preferred age group.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

Timing

ACTION	Parents return school's own SIF and the WCF application form and the LA form by [insert date] for entry in the following September.	Governors consider the applications list and order it according to the published criteria	Allocation Day letters sent to all applicants on the list on [insert date] for entry in the following September	Acceptance forms returned to the School by [insert date] by parents/ carers	Parents/carers return appeal forms and the school's registration of continuing interest forms returned to the School by applicants who have not been allocated a place TBC
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The dates for the actions in the above table are decided by the Local Authority.

NOTES

Note 1 Parents should ensure that any supporting documentation has been sent to governors. The application list is closed on the published date. This date is given by the Local Authority (LA) each year and can be found in the information sent to parents by the LA in late Autumn prior to application.

Note 2 The big time gap is so that the school's procedure fits in with LA procedures.

Note 3 If fewer than 30 places are accepted the Governors will offer the place(s) to the next applicant on the original list (dated as at * in column 1) - subject to receipt of a continuing interest form at the bottom of the school's own allocation letter. When all places have been accepted from this original list the Governors will compile a continuing interest list to include all remaining, confirmed applicants and any late applicants (received after the date in column 1).

It is the responsibility of all parents on the continuing interest list to keep the School advised of any change in circumstances. If a place should become available the admissions criteria will be applied in the numbered points order to all those on the list.

Note 4 Parents who have not been allocated a place for their child in the reception class have the right of appeal to an independent panel. Those parents applying by paper or living outside Hertfordshire should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

At transfer time parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. For those who did not apply on line, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. For 'in year' applications, parents wishing to appeal should contact the school directly in the first instance.

Note 5 A child's name will remain on the continuing interest list unless the school is instructed by parents/carers to remove it, when the pupil becomes too old for entrance to the school, or, if and when the school periodically updates the list, no response is received within the prescribed time.

CHRIST CHURCH CHORLEYWOOD C of E SCHOOL
(part of Chess Valley Primary Learning Trust)
The Common, Chorleywood, Herts WD3 5SG Tel: 01923-282647
e-mail: admissions@christchurschool.herts.sch.uk

It is the responsibility of parents to invite their Vicar/Minister-in-Charge to send this form directly to the school in confidence at least by the closing date of applications to the LA to support applications.

CONFIRMATION OF WORSHIP FOR ADMISSION INTO RECEPTION IN 2021

We have received an application for the following child to be admitted to Christ Church School, Chorleywood. Our admission criteria take into account how long his/ her parents have continuously worshipped at Christ Church and/ or another Christian church. We would therefore appreciate your assistance as vicar/minister of the church where they previously worshipped by confirming their statements through completion of the following form. Thank you.

Child's full name: Date of birth:

Parents' full names: Mother

 Father

When did one or both parents start to worship* at your church? Date:

When did they cease to worship* at your church? Date:

TO BE COMPLETED ONLY BY VICAR/ MINISTER –IN-CHARGE:

* NB '**Worship**' means attendance at services at the relevant church on a not less than **twice-a-month** basis on average. The period of particular interest to us is the last two years.

('Parents' means any person(s) *in loco parentis* to the applicant).

In the case of Christ Church Chorleywood alone, 'services' can include church courses during the week.

****Upon completion of this form, please also attach a copy of your official headed notepaper**

Please add below any additional comments which you think might be helpful to us.

I confirm the validity of the dates provided above (as modified by any comments above).

Signed: Date:

Position in Church

Name: Telephone number:

Address:

.....

Post Code:

Name of Church:

Please return to the School Office at the above address as soon as possible.



**CHRIST CHURCH CHORLEYWOOD C of E SCHOOL
SUPPLEMENTARY INFORMATION FORM (SIF)
Email: admissions@christchurchschool.herts.sch.uk**

Child's full name:

Date of Birth: Male / Female (circle)

Please circle Year Group applied for: Nursery Reception Y1 Y2 Y3 Y4 Y5 Y6

Parents' full names: Mother Father:

Present address*:

..... Post Code:

Telephone number: Email:

Will there be a brother or sister in the school or nursery at the time of this child's admission? YES/NO

Do you worship** regularly (**at least twice-a-month**) at Christ Church? YES/NO
(all applications under this criterion require a Supplementary Information Form and Confirmation of Worship form)

If so, how long have you worshipped** at Christ Church:

Please give dates:

Are you a permanent member of staff, on a permanent contract, at the time of this child's admission? YES/NO

Do you worship**/have you worshipped** regularly (**at least twice-a-month**) at another Christian church? YES/NO
(all applications under this criterion require a Supplementary Information Form and Confirmation of Worship form)

Name of church: Name of Vicar/Priest:

Address:

Telephone number: Email:

How long have you worshipped* there? Dates of worship:

Please see Note a) of the Admissions Criteria. It is the responsibility of parents to invite their Vicar/Minister-in-Charge to complete a Confirmation of Worship Form (CoW) and ask the Vicar/Minister to post it directly (we cannot accept email copies) to the school in confidence at least by the closing date to support applications under worship criteria. Forms can be downloaded from the school's website.

* NB The school will seek confirmation of permanent address, eg with a Council Tax Invoice or Driving Licence.

NB 'Worship' means attendance at services at the relevant church on a not less than **twice-a-month basis on average; see Admissions Criteria.

Our admissions criteria require that the governors establish whether parents worship at Christ Church (or other Christian church); this is checked at the date of application. The school is normally oversubscribed and the criteria are strictly and objectively applied.

Signature of Parent: Date:

Please return to the school office as soon as possible.

FOR OFFICE USE ONLY Date form received by school office:

Christ Church worship verification: Other Christian church worship verification:

September 2021 admission