

## ST. PAUL'S C. OF E. VA PRIMARY SCHOOL, CHIPPERFIELD Reception Admissions Policy for 2025/26

St. Paul's is a one form entry Voluntary Aided Church School which serves the community of Chipperfield and beyond. It has a distinctive Christian ethos. The governors are able to admit 30 children to the Reception class each year. Information on completing the 'on line' application, deadlines for applications and notification dates of admission decisions are published on the Local Authority (LA) website at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the closing date given. If a SIF is not completed, the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority. [St Paul's Primary School, Chipperfield, Supplementary Information Form 2025 - 2026](#)

If there are more applications than there are places available, the governors will admit children in the priority order of the rules below. By agreement, and in co-operation with the Local Authority, the governors will apply their admissions policy criteria to all applications equally. The school does not have any specific facilities for pupils with physical disabilities but all classrooms may be entered without steps. Where a child has an Education Health and Care Plan (EHCP), the governors have a legal duty to admit that child before all others if the school is named in the plan.

### Rule 1

Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>) including those children who appear to the governors to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A "child looked after" 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

(Section 22(1) of The Children Act 1989).

All children adopted from care who are of compulsory school age are eligible for admission under Rule 1.

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<sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended Section 8 of The Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

<sup>2</sup> Special guardianship order

Under 14a of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not "looked after" immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under Rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.

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. The governors will seek the advice of Hertfordshire's "Virtual School" in relation to the child's previously looked after status and adoption.

## **Rule 2**

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. Governors will make the decision on all medical/social applications.

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only St Paul's can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only St Paul's can meet the child's needs.
- c. If St Paul's is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at St Paul's essential.

Evidence should make clear why St Paul's is the only appropriate school. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only St Paul's can meet the social/medical needs of the child.

Applications for children previously “looked after” but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

### **Rule 3**

Children who live within the Ecclesiastical Parish of Chipperfield<sup>3</sup>, with a sibling at the school at the time of the admission.

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>4</sup> and in every case living permanently<sup>5</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the role of the named school at the time the younger child starts or has been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

Every effort will be made to accommodate twins and other multiple birth applications. Where the first twin or a multiple birth child is offered the last available place, the second twin or other sibling(s) will be offered places as exceptions to the Infant class size rule.

### **Rule 4**

Children who live outside the Ecclesiastical Parish of Chipperfield, with a sibling at the school at the time of the admission.

### **Rule 5**

Children who live within the Ecclesiastical Parish of Chipperfield, who do not have a sibling at the school at the time of the admission.

### **Rule 6**

Children who live outside the Ecclesiastical Parish of Chipperfield, who do not have a sibling at the school at the time of the admission.

**If over-subscription arises in Rules 3, 4, 5 or 6 above**, then places will be allocated in the following priority order:

a). Children who have a parent who is a practising Christian who has attended St. Paul’s Church, Chipperfield at least once in every month for at least a year before the date on which the LA common application form is submitted.

b). Children who have a parent who is a practising Christian who has attended any other Christian Church at least once in every month for at least a year before the date on which the LA common application form is submitted.

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<sup>3</sup> A map showing the boundary line for the Ecclesiastical Parish of Chipperfield is available from the school website at <http://stpauls909.herts.sch.uk/about-us/admissions/> and can also be viewed in the school office.

<sup>4</sup> Children previously looked after are those children adopted or with special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

<sup>5</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent, but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement

c). Children who do not have a parent who is a practising Christian or who cannot demonstrate attendance at church for the required period.

If applying under sub-category a) or b) above, a letter confirming your church attendance from your priest or minister is required and should be attached to the Supplementary Information Form.

If over-subscription arises in sub-categories a), b), or c), then the deciding factor will be the straight line distance from home to school. The Governors use the local authority's 'straight line' distance measurement which is used in all home to school distance measurements for community and voluntary controlled schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

In the event of a decision being made that the last two children under the last rule live the same distance from the school, the tie breaker would be names drawn from a hat by an independent party.

A map showing the boundary line for the Ecclesiastical Parish of Chipperfield is available from the school website and can also be viewed in the school office.

### **Home address**

The address provided on the application form must be the child's current permanent address at the time of application

- "At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months **and** the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with Hertfordshire County Council's Shared Anti-Fraud Service.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two address equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

Applications made as part of the main Reception admissions round and in-year admission applications are processed by Hertfordshire County Council (“HCC”) on behalf of the Governing Body, in accordance with HCC’s published coordinated admission schemes.

If HCC receives two different applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.

For the main Reception admission round, if the initial differing applications (one or both) were received by HCC “on-time”, an amended joint application will also be considered “on-time” if received before 1<sup>st</sup> February 2024 (the late deadline). If the amended joint application is received after 1<sup>st</sup> February, it will be treated as “late”.

### **Further Relevant Information**

- Parents who are considering applying for a place for their child are warmly invited to contact the school, by telephone, to make an appointment to see the school.
- Children are invited to make introductory visits to the school during the term before entrance.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition.
- The Governors are responsible for admissions and cooperate with the fair access policies of the Local Authority.
- Parents with children attending St Paul’s Nursery must make a separate application for a place in Reception. Attendance at the school’s Nursery does not give any priority for a place in Reception.

### **Reception deferrals, part-time places and summer-born Reception applicants**

- Children who are offered a place are entitled to a full-time place in the school from the September following their 4<sup>th</sup> birthday, although, if parents so wish, they may defer their child’s start date until later in the Reception year. If a child’s parents do wish to defer, it must not be beyond the term in which the child turns 5 (or the start of the summer term, if earlier).
- If parents so wish, a child may attend on a part-time basis until the child reaches compulsory school age. Parents should contact the Headteacher to discuss their child’s individual needs at the earliest possible stage.
- Parents who wish their summer-born children to start Reception in the term following their fifth birthday must make an application in writing to the Governors and should do this at the earliest possible stage. A panel of Governors will consider each application on a case by case basis, taking account of the views of the Headteacher, and in the best interests of the child. If the request is accepted then a new application must be made for a Reception place in the 2025-26 main admissions round. If the request is denied, parents must decide whether to accept any offer of a Reception place in the child’s normal age group or to make an in-year application for a place in year 1. There is no right of appeal if a place is offered but not in the parents’ preferred age group.

## **Applications for education out of year group (other than Summer-born Reception applicants)**

- The School's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that “in general, children should be educated in their normal age group”.
- If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”.
- The governors will decide whether the application will be accepted on the basis of the information submitted. The decision will be based upon the circumstances of each case including the view of parents, the headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group.
- There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school.

## **Fair Access (In Year Admissions only)**

Hertfordshire's Fair Access Protocol (FAP) is available on the website at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear)

The Governors will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

## **In Year applications**

- Parents can make an online in year application via the Hertfordshire County Council website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council. Parents are also requested to complete a SIF (Supplementary Information Form) and return it to the school.
- For In Year Appeals: If your application is unsuccessful the County Council will write to you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).
- The County Council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term. To retain a continuing interest application after this time, parents must confirm they are still interested in a place by completing an In Year application form.

## **Appeals**

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. At transfer time parents wishing to appeal who applied on line should log into

their online application and click on the link “register and appeal”. For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. For in year appeals, see above.

### **Continuing interest**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list on behalf of the governors. A child’s position on a CI list will be determined by the admission criteria outlined above and a child’s place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of application). To remain on the CI (waiting) list after this time parents must confirm they are still interested in a place by completing an In Year application form