



St Paul's C of E VA Primary School

Admissions Policy

Last Reviewed : September 2026

Next Review: September 2027

L Varney

Headteacher
Chair of
governors

Date: Sep 2026

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Our Theologically Rooted Christian Vision:



St Paul's C of E VA Primary School. Chipperfield

Love to Learn: Learn to Love

Our Vision

Matthew 22:37 – The Greatest Commandment –

“Love the Lord your God with all your heart and with all your soul and with all your mind. Love your neighbour as yourself”.

But what does this mean?

In our school, love is at the centre of all we do. We show love and care towards each other. We show love and care towards all within our community and then beyond. We show love and care towards our learning. In this school, we value **thankfulness, friendship, courage, forgiveness and creativity.**

In this school, we know we **belong.**



St. Paul's is a one form entry Voluntary Aided Church School which serves the community of Chipperfield and beyond. The school has a distinctive Christian ethos. We provide a distinctively Christian, yet inclusive, environment in which we strive to create a happy and caring community, developing a love of learning and nurturing our core Christian values of belonging, thankfulness, friendship, courage, forgiveness and creativity. We welcome applications from all families, whether of the Christian faith or other faiths or none, for places at our school, and ask all parents to respect our ethos and its importance to the whole school community.

Information for Hertfordshire residents 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.

The Governing Board of the school is responsible for deciding on admissions to the school, but works closely with the LA to co-ordinate admissions. The Governing Board has made every effort to ensure the arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. The Governors are able to admit 30 children to the Reception class each year. This is in accordance with our Published Admission Number (PAN) of 30. Details of the LA's co-ordination arrangements and the common application form for Hertfordshire residents are on the Hertfordshire website. www.hertfordshire.gov.uk/admissions.

All applications **must** however be made on the child's **home** LA common application form. The closing date for applications is 15th January 2027. Parents/carers who wish their application to be considered for higher priority under Rules 3, 4, 5 or 6 on the grounds of church attendance (please see page 4 of this policy) must also complete our supplementary information form (SIF), ask their priest or minister to complete the school's Church Attendance Form, and then return both forms to the school office by the closing date. If a SIF and/or Church Attendance Form 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 2027-2028

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 order¹ or a special guardianship order²) 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.

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.

¹ 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.

² 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 St Paul's if it is 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 Chipperfield³, 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 and in every case living permanently⁴ 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 roll of St Paul's 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.

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

⁴ 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. If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

Rule 6

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

In the unlikely event that more children qualify for a place at the school under Rule 1 or Rule 2 than there are places available, highest priority will be given within each of those Rules to those children whose home address is nearest to the school.

If more children qualify for a place under any of Rules 3, 4, 5 or 6 than there are places available, then priority within each Rule (3, 4, 5 or 6) will be given in the following order:

a). Children who have attended a public act of worship at St. Paul's Church, Chipperfield with at least one of their parents at least once in every month for at least 6 months immediately before the date on which the LA common application form is submitted.

b). Children who have attended a public act of worship at any other Christian Church with at least one of their parents, at least once in every month for at least 6 months immediately before the date on which the LA common application form is submitted. Christian Church means any church which is a member of the Anglican communion or is a member church of Churches Together in England; Churches Together in Britain and Ireland; The Evangelical Alliance; and/or Affinity.

c). Any other children **who are not able to meet the requirements of a) or b) but otherwise fall within the relevant Rule (3, 4, 5 or 6, as the case may be).**

Applicants who wish their application to be considered under a) or b) above must complete the school's Supplementary Information Form and ask their priest or minister to complete the school's Church Attendance Form before returning both forms to the school.

If a further tie-break is needed to separate applications falling within a), b) or c) above, then highest priority within each of a), b) or c) (as the case may be) will be given to those children whose home address is nearest to the school.

Distance measurement

The Governors use Hertfordshire County Council's 'straight line' distance measurement for all home to school distance measurements. 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 that two or more applications cannot be separated by distance in the case of a block of flats for instance, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie-break the random number is used to allocate the place, with the lowest number given priority.

A map showing the boundary line for the Ecclesiastical Parish of Chipperfield is available from the school website at <https://www.stpauls909.herts.sch.uk/our-admissions/> 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.

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 the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

Addresses will be verified as necessary with Hertfordshire County Council's Shared Anti-Fraud Service.

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 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.

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 1st February 2027 (the late deadline). If the amended joint application is received after 1st 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 policy for the correct year of entry.
- 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 4th 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 start of 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 for admission out of year group (please see below for more information). The Governors would encourage parents to discuss their child's needs with the school at the earliest possible stage. Parents are advised to make an on-time application for a school place in their child's normal age group and to submit their request for admission to Reception outside the normal age group at the same time. However all requests will be considered. A panel of Governors will consider each application on a case by case basis, 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 2027-28 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

- Children are normally 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, make a separate written request, by letter addressed to the Governors (c/o the school office) for their child to be admitted out of year group. The application should include any evidence the parents wish the Governors to consider in support of their application. 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 request for admission out of year group will be accepted on the basis of the information submitted and in the child's best interests. This will include taking account of the view of the child's parents, information about the child's social, academic and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; the Governors must also take account of the views of the headteacher. The Governors will give reason for their decision.
- There is no guarantee that a request for admission out of year group will be accepted. If the request 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

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

Parents of children who are entitled to be considered under the Fair Access Protocol may also make an in-year application to the school.

In Year applications

- Parents can make an online in year application via the Hertfordshire County Council website www.hertfordshire.gov.uk/inyear 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 who wish their application to be considered for higher priority under Rules 3, 4, 5 or 6 on the grounds of church attendance must also complete a SIF (Supplementary Information Form) and ask their priest or minister to complete the school's Church Attendance Form before returning both forms 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
- 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.. A child's position on the continuing interest list will be determined by the oversubscription rules outlined above and the list will be re-ranked each time a new name is added to or removed from the list.

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 an appeal". Out of county residents and those who applied on paper should contact the Customer Service Centre on 0300 123 4043 to request their log in details and log into www.hertfordshire.gov.uk/schoolappeals and then click on the link "log into the appeals system". 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.