



CHRIST CHURCH C of E (VA) PRIMARY SCHOOL AND NURSERY

ADMISSIONS POLICY YEAR OF ENTRY 2026 RECEPTION YEAR

Introduction

Christ Church School is a Voluntary Aided Church of England School within the Diocese of St Albans. The governing body of the school is the admission authority. The Governors will admit up to the planned admission number of 45 children into the reception year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

The Local Authority or LA (Hertfordshire) operates an agreed coordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to the scheme published each year. The governing body, as the admission authority, will allocate the available places in line with this policy.

All applications **must** be made on the **home** LA common application form by 15th January 2026. Information for Hertfordshire residents on completing the “on-line” application and notification dates of admission decisions can be found at [Hertfordshire Admissions](#). Parents/carers who wish their application to be considered under Category 3 or 5 are requested to also complete our Supplementary Information Form (SIF), have this counter-signed by their priest or minister, and return it to the school office by the date given above. 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. Places will be offered by LAs via email on 16th April 2026.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2026. However please note the following:

- a These arrangements do not apply to our nursery intake.
- b Parents of children currently in our nursery must reapply for a place in reception.
- c Attendance at our nursery does not guarantee a place in reception.
- d The child's parents can defer the date of 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 beyond the beginning of the final term of the school year for which it was made. 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.
- e Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will normally need to make an in-year application for a Year 1 place.

Summer-born children (please also read “Admission of children outside their normal age group” below)

- Parents of a summer-born (1 April – 31 August) child may choose not to send their child to school until the child reaches compulsory school age in the September following their fifth birthday; if so, a new, in-year application must be made for a place in year 1
- However parents may instead request that the child is admitted out of their normal age group into the Reception class rather than year 1.
- Such parents should discuss their concerns with the school as soon as possible, before making an application in writing (by letter addressed to the Governing Body c/o the school office) for their child to be admitted out of year group. Applications should include evidence to explain why education out of year group would be in the best interests of the child.
- The Governing Body will consider the request and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the factors described below.
- All applications for admission out of year group will be considered, however parents are advised to make an application for a Reception place in their child's normal age group and at the same time submit a request to the Governing Body for admission out of the normal age group.
- Where this recommended process is followed, the Governing Body will inform the parents of its decision, setting out clearly the reasons for that decision, before the offer of a place is made.
- If the Governing Body agrees to a parent's request for a child to be admitted out of the normal age group then the application for a Reception place for 2026-27 may be withdrawn but a new application must then be made by the child's parent for a Reception place in the academic year 2027-28.
- There is no guarantee that a place will be available in Reception for the year 2027-28, even if the application for admission out of the normal age group is accepted.

- The statutory right to appeal does not apply where a child is offered a place at the school but not in their parents' preferred age group.

Admission of children outside their normal age 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 an application in writing, (by letter addressed to the Governing Body c/o the school office) for their child to be admitted out of year group. Application should include evidence to demonstrate why education out of year group would be in the best interests of the child. Such applications will be considered by the Governing Body on a case by case basis and in the best interests of the child. This will include taking account of the view of the child's parents, the view of the headteacher, the child's social, academic and emotional development; where relevant, the child's medical history and the view of a medical professional; whether the child has been previously educated out of year group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body, as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. There is no guarantee that an application will be accepted. 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. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

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

HOW PLACES ARE OFFERED

Children who have an Education Health and Care Plan which names the school will be admitted to the school and before any oversubscription criteria are applied.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

Category 1: Children looked after and children who were previously looked after, including those 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or becoming subject to a child arrangements order¹ or a special guardianship order².

Category 2 Children who have a sibling who will be attending the school at the time of entry (see definitions).

Category 3 Children whose families attend a church service at Christ Church or St Mary's the Virgin, Ware, at least once a month, for at least a year before the application of places. (Please ask your minister to complete the attached SIF).

Category 4 Children of staff employed by the Governing Body of Christ Church School on a permanent basis: children will be allocated a place if either or both of the following conditions are met:

- a. Where a member of staff has been employed by the school for two or more years at the time the application is made.
- b. Where the Governors can demonstrate that the member of staff has been recruited to fill a vacant position for which there is a demonstrable skills shortage. (see definitions)

Category 5 Children whose families are practising Christians attending a Christian church within the ecclesiastical Parishes of Christ Church or St Mary's Ware, at least once a month, for at least a year before the allocation of places. (Please ask your minister to complete the attached SIF).

Category 6 Children who live (home address) within the parishes of St Mary's and Christ Church.

Category 7 Any other children.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie- break will be **distance from the school**, measured using the computerised, 'straight line', mapping system operated by the LA as described in their admissions literature and website.

A 'straight line' distance measurement 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.

Where this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

The governors cooperate with the fair access policies of the LA. Children identified under the Fair Access Protocol will be admitted, even if the school is full, and given priority over other children on the waiting list.

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

DEFINITIONS

In respect of categories 1, 2 and 6, the governors use the same definitions as the LA, set out in their admissions literature and website.

Category 1: Children looked after and children who were previously looked after, including those 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or becoming subject to a child arrangements order¹ or a special guardianship order².

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.

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.

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 previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

Category 2 'Sibling' – 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 permanently* in a placement within the home as part of the family household from Monday to Friday at the time of this application.

*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.

A sibling must be on the roll of the named school at the time the younger child starts.

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.

Category 3 "Families" means at least one parent or carer of the child has met these attendance requirements by the date of application.

Category 4 'Children of staff' – A child is understood to be the son or daughter, step son or stepdaughter or adopted son or daughter of the member of staff employed by the governors and normally resident at the same address as the member of staff for the majority of the week.

For the purpose of satisfying these criteria:

- i) a member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 40% contract, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who works 40% and above as determined by their role (on a 38 week and above contract). A panel from the Governors Admission Committee will determine whether the member of staff meets the requirements for this rule.

The definition does not include contract staff. Where a service such as catering has been 'in house' and is subsequently 'contracted out', children of staff will not be eligible for admission under this criterion.

The definition does not include peripatetic staff employed by HCC.

- ii) a child of a member of staff is defined as any child whom a qualifying member of staff:

- has parental responsibility for *, **or**
- looks after on a permanent day-to-day basis (but does not have parental responsibility).

A list of roles for which the Governing Body has determined there is a demonstrable skills shortage for the academic year 2026-27 is available [e.g. *on request from the School Business Manager*]

Category 5 "Christian Church"

The governors define a 'Christian' Church to be one which is a member of Churches Together in England or the Evangelical Alliance.

Category 6 (and distance tie-break) "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 school week. If a child lives at two addresses 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 02 02 2026. If the amendment joint application is received after 02 02 2026, it will be treated as "late".

UNSUCCESSFUL APPLICATIONS

Appeals

Parents who have not been allocated a place for their child have the right of appeal¹ to an independent panel. Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details, log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system". HCC will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to log in and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Continuing interest (waiting) list

After places have been offered, HCC will maintain a continuing interest (waiting) list. A child's position on a CI list will be determined by the oversubscription criteria above and a child's place on the list can change as other children join or leave it. HCC 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 allocation). 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.

In-year applications

All in-year applications will be co-ordinated by HCC on behalf of the school. Parents can make an in-year application via the HCC website 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 HCC. A SIF is required for applications under Categories 3 and 5 and this must be returned direct to the school. In the event that there are more applications than places available, the oversubscription criteria set out above will be applied in order to establish which child(ren) should be offered a place



Christ Church CofE V A School Supplementary Information Form

Parents should fill in this form when applying for a place at the school and should ensure that they have read the admission policy prior to completing the form and returning it to the school office

Pupil Information

Surname of child:

First name(s):

Date of Birth:

Parent/Carer Information

Name of Parent(s)/Carer(s):

Home address:

Daytime telephone (if different):

Home telephone:

Mobile:

Email:

Church Information

Do you attend Church as a family?

Name of Church(es) attended:

Please ask your Minister to complete the declaration overleaf, in order to confirm your church attendance.

Signed:

Name (Parent/Carer):

Date:

Date of online application to HCC:



**Christ Church CofE V A School
Supplementary Information Form**

DECLARATION

Name of Minister completing this declaration:

Name and address of place of worship:

I confirm that the Parent(s)/Carer(s) of _____ are practising Christians who have attended a Church Service at least once a month, for at least a year, before the allocation of places.

The attendance requirements are set out in the Admission Policy, this can be found on our website.

Signature of Minister:

Date: