**Christ Church Chorleywood C of E School**
***What we nurture today, Flourishes tomorrow***
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Chess Valley Trust
A primary learning community

**Head of School: Mrs Emma Allaway**

***"What we nurture today, flourishes tomorrow."***

***"I am the vine, and you are the branches. Those who remain in me, and I in them, will bear much fruit; for you can do nothing without me." John 15***

***love | joy | peace | patience | kindness | goodness | faithfulness |gentleness |self-control***

**ADMISSIONS POLICY FOR ENTRY INTO NURSERY (2027-2028)**

The Local Governing Body will admit children eligible for nursery education and childcare funding as set out in this policy, up to a total of 16 places of 15 hours or more.

The admission authority for the school (including its nursery) is Chess Valley Primary Learning Trust ("the Trust") but the school's local governing body has delegated powers to make decisions on admission to both the school and its nursery on behalf of the Trust. References to "the Governors" mean the local governing body.

The Governors will offer a place to a child with an Education, Health & Care (EHC) Plan which names Christ Church School. These children will be admitted before any oversubscription criteria are applied. All applicants will be admitted if there are enough places available. Thereafter, where there is over subscription, applications will be prioritised in the following order:

1) **Looked After Children (LAC) and all Previously Looked After Children (PLAC), 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 previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangements or special guardianship order.**
   a) *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.*
   b) *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).*
   c) *An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002.*
   d) *A 'child arrangements order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 12 of the Children and Families Act 2014.*
   e) *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).*

2) **Siblings of children attending the main school or the nursery at the point of entry to the nursery.**
   a) *Sibling of a child 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 permanently in a placement within the home as part of the family household from Monday to Friday. 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 bridging 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.*

**3) Children whose parent/carer is a permanent member of the staff employed at the school (main school or nursery) with a permanent contract and is permanently living with the child for the majority of his/her time.**

*a) Parent/carer shall mean and include any person or persons with parental responsibility for the child.*

b) Children of staff will be considered in the following circumstances:

(i.) Where the member of staff 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, or

(ii.) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. A list of any such posts is available on request from the school headteacher.

**4) Children whose parent/carer at the point of entry to the nursery worships at Christ Church Chorleywood at least twice a month and has done so for at least one year.**

*a) Parent/carer shall mean and include any person or persons with parental responsibility for the child.*

*b) To meet the requirements of criterion 4 of the oversubscription criteria regarding parent/carer worship at Christ Church Chorleywood, the child's parent or carer must complete the school's Supplementary Information Form and ask their priest or minister to complete the school's Confirmation of Worship Form.*

*c) It is the responsibility of the parent/carer to invite their clergy to send the Confirmation of Worship form directly to the school in confidence at the time of application, to support applications under criterion 4 – Christ Church Chorleywood worship.*

*d) Worship shall mean regular attendance at an act of public worship at Christ Church Chorleywood by at least one of the child's parents/carers and must have taken place **at least twice-a-month over a period of one year immediately prior to the point of entry to the nursery**.*

*e) If during the period specified for attendance at worship in the church, it 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 will only apply to the period when the church or alternative premises have been available for public worship.*

***5)* Children whose parent/carer at the point of entry to the nursery worships at a Christian church (other than Christ Church Chorleywood) at least twice a month and has done so for at least one year, and whose permanent home address is in the area edged in red on the map attached to this policy and published on the school website (admission-parish-map.pdf ).**

*a) Parent/carer shall mean and include any person or persons with parental responsibility for the child.*

*b) To meet the requirements of criterion 5 of the oversubscription criteria regarding parent/carer worship at other Christian churches, the child's parent or carer must complete the school's Supplementary Information Form and ask their priest or minister to complete the school's Confirmation of Worship Form.*

*c) It is the responsibility of parent/carer to invite their clergy to send the form directly to the school in confidence at the time of application, to support applications under criterion 5 – other Christian church worship elsewhere.*

*d) Worship shall mean regular attendance at an act of public worship at the relevant church by at least one of the child's parents/carers and must have taken place **at least twice-a-month over a period of one year immediately prior to the point of entry to the nursery**.*

*e) If during the period specified for attendance at worship in the church, it has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

*f) A Christian church is one which is a member of Churches Together in England, Churches Together in Britain and Ireland, Affinity and/or the Evangelical Alliance.*

*g) For the avoidance of doubt, children whose permanent home address is a property which touches the boundary line but is not wholly within the area edged red on the published map shall nevertheless count as properties in the marked area.*

6) **Children whose permanent home address is in the area edged in red on the map attached to this policy and published on the school website (admission-parish-map.pdf).**
   a) *Parent/carer shall mean and include any person or persons with parental responsibility for the child.*
   b) *For the avoidance of doubt, children whose permanent home address is a property which touches the boundary line but is not wholly within the marked area on the published map shall nevertheless count as properties in the marked area.*

7) **Any other children.**
   a) *Any other children not accounted for in the first six (6) criteria.*

**ADMISSIONS PROCEDURE - NURSERY**

- The governors will admit a maximum of 16 children each year for places of 15 hours or more into the nursery class.
- Applications should be made by completing the school's application form by the closing date of 26th February 2027. Applications received after the closing date and before 1st September 2027 will only be considered after all on-time applications.
- Where the school receives more applications than there are places available, applications will be prioritised on the basis of the oversubscription criteria set out above. Unsuccessful applicants will be placed on a waiting list which will also be prioritised on the basis of the oversubscription criteria set out above, with the list being re-ranked each time a new name is added to the list.
- Applications can be made after 1st September for any places then remaining in the nursery, by completing the application form and returning it to the school office.

**Timing**

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| ACTION | Parents/carers return nursery application form and the SIF and CoW (if relevant) **by 26th February 2027**. | Governors consider the applications and award places according to the published policy.<br><br>Emails sent to all successful applicants for entry. | Acceptances returned to the school by parents/ carers **by Tuesday 9th March 2027** | Parents/carers return the nursery's confirmation of adding to the waiting list; forms returned by applicants who have not been allocated a place. |

**Completing the application**

- The parent/carer must complete and return the Nursery Application Form which are available from the school website Admissions to Christ Church.
- If a parent/carer wishes their application to be considered under criterion 4) or 5) above, they should also complete the school's Supplementary Information Form (SIF) and ask their clergy to complete the Confirmation of Worship Form – CoW. The completed forms should be returned to the school office by 26th February 2027; without a SIF or CoW, applications can only be considered on the basis of the information provided on the Nursery Application Form and as a result your application may receive lower priority.
- The SIF and CoW are available from the school website Admissions to Christ Church,

**Tiebreaker**

- In the case of over subscription arising in any one of the oversubscription criteria, the deciding factor in that category will be geographical proximity to the school, with those children whose home address is closest to the school receiving highest priority.
- Priority will be given to children who live nearest to the school measured by using the Hertfordshire Local Authority's 'Find your nearest School' online facility.
- Distances are measured using a "straight line" 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.
- When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest. If two

or more applicants still cannot be separated, the available places will be allocated by means of an independently supervised random draw.

**Home Address**

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

**Continuing Interest**

- If the nursery becomes full, the school will maintain a continuing interest (CI list). A child's position on a CI list will be determined by the oversubscription criteria set out in this policy and a child's place on the list can change as other children join or leave it, as the list will be re-ranked each time a new name is added to the list. The school will contact parents/carers if a vacancy becomes available and it can be offered to a child.
- A child's name will remain on the continuing interest list unless the school is instructed by a parent/carer to remove it; when the child becomes too old for entrance to the nursery, or, when the school periodically updates the list, and no response is received within 10 school days.
- It is the responsibility of the parent/carer whose child's name is on the continuing interest list to keep the school advised of any change in circumstances.

**Appeals**

- A parent/carer who has not been allocated a place for their child has the right of appeal to an independent panel.
- Parents wishing to appeal should contact the school office.

**Funding & Additional Charging Information**

- All parents/carers of children aged 3 to 4 years can access 15 hours of free early education. This is funded by a local authority grant for early education.
- Parents/Carers can apply for 30 hours of government-funded childcare if they are working for at least 16 hours a week and earn under £100,000 per annum.
- Parents/carers not qualifying for the government's 30 hours scheme pay top up fees for hours attending over the funded 15 hours of early years education provided by the local authority.
- The nursery children can access term-time wraparound care from 7.45am to 6.00pm at the setting.
- Additional charges are payable for breakfast club and after school club for all children.
- All additional charges including half day & full day charges & wraparound care charges for parents/carers not eligible for the government's 30 hours scheme are available upon request from the school office.