



**Christ Church Chorleywood C of E School**  
***What we nurture today, flourishes tomorrow***

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**Chess Valley  
Primary  
Learning  
Trust**

**Headteacher:** Mrs Sarah Selleck

**Trust CEO:** Mr Duncan Gauld

***“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***

## **IN-YEAR ADMISSIONS POLICY FOR ENTRY INTO YEAR Reception to 6 (DRAFT FOR CONSULTATION for 2026-2027 entry)**

The admission authority for the school is Chess Valley Primary Learning Trust (“the Trust”) but the school’s local governing body has delegated authority to make decisions on admission to the school 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. If there are sufficient places available, all applicants will be admitted. Thereafter, where there is oversubscription the following rules will apply:

- 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 arrangement 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 at the date of application.**
  - a) *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 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.

b) "Main school" does not include the school's Nursery.

**3) Children whose parent/carer is a permanent member of the staff employed at the school 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 date of application to the school worships at Christ Church Chorleywood at least twice a month and has done so for at least one year up to that date.**

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 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. The Supplementary Information Form must be returned by the parent/carer direct to the school.

d) Worship shall mean regular attendance at an act of public worship at the 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 date of application.**

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.

f) Where an application under this criterion is placed on the school's Continuing Interest List, the required period of church attendance will be **at least one year up to the date a place becomes available** and a new Supplementary Information Form and Confirmation of Worship Form will be required in support of the application, when it comes to be re-considered, if more than three months have elapsed since the date of the initial application. Parents will be contacted if this situation arises.

**5) Children whose parent/carer at the date of application to the school worships at a Christian church (other than Christ Church Chorleywood) and has worshipped at a Christian church at least twice a month and has done so for at least one year up to that date, 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 Confirmation of Worship form directly to the school in confidence at the time of application to support applications under criterion 5 – other Christian church worship. The Supplementary Information Form must be returned by the parent/carer direct to the school.*
- 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 date of application.***
- 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.*
- f) *Where an application under this criterion is placed on the school's Continuing Interest list, the required period of church attendance will be **at least one year up to the date a place becomes available.***
- g) *A new Supplementary Information Form and Confirmation of Worship Form will be required in support of the application, when it comes to be re-considered, if more than three months have elapsed since the date of the initial application. Parents will be contacted if this situation arises.*
- h) *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.*
- i) *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.*

**(6) Children whose permanent home address is in the area edged in red on the published map attached to this policy and published on the school website ([admission-parish-map.pdf](#)) and who were previously on the roll of Christ Church Chorleywood School Nursery (Reception only).**

- a) *This criterion applies only to in-year applications to the school's Reception class.*
- b) *Parent/carer shall mean and include any person or persons with parental responsibility for the child.*
- c) *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.*

**(7) Children 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 area edged red on the published map shall nevertheless count as properties in the marked area.*

**(8) Any other children.**

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

**IN-YEAR ADMISSIONS PROCEDURE AND ADDITIONAL GUIDANCE**

**Completing the application**

- The parent/carer must complete and return the school's In-Year Application Form (*available on request from the admissions officer at the school or via the school website [Admissions to Christ Church](#)*) and return it direct to the school.
- In Year applications will be processed and a decision made and communicated to the parent/carer in writing within 15 school days after receipt of the completed application.
- A completed application includes the in-year application form, proof of address and any other documentation or evidence required by these admission arrangements.
- Unsuccessful applications have the right to appeal. Details for appeals are set out below.
- If a parent/carer wishes their application to be considered under criteria 4) and/or 5) above – they should complete the school's Supplementary Information Form and Confirmation of Worship Form and return it to the school office with the application form and any other evidence required by these admission arrangements.
- If a Supplementary Information Form or Confirmation of Worship Form is not completed at the time the application form is submitted, the governors will apply their admission arrangements using the information submitted on the In-Year Application Form only, which may result in your application being given a lower priority.
- The In Year Supplementary Information Form and Confirmation of Worship form are both available from the school website [Admissions to Christ Church](#) or on request from the school office.

**Over-Subscription Criteria**

- **Twins/Multiple Births:** The governors will admit over the published admissions number (PAN) when a single twin/multiple birth child is allocated an in-year place in the Reception class at the school.

**Tiebreaker**

- In the case of over subscription arising in any 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. The school uses Hertfordshire County Council's "straight line" distance measurement system for all home to school measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from 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 tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against Christ Church Chorleywood **DRAFT FOR CONSULTATION** Policy for 2026-2027 In-Year Admission November 2024

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. In the event that one of the relevant children does not have such a number, a person independent of the school will select a name at random.

### **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 (on behalf of the Trust 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 (but before a place is offered) 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.

### **Part-time places and deferred starts in Reception**

Children offered a place in the Reception class may if parents so wish (i) attend on a part-time basis until the child reaches compulsory school age and/or (ii) defer their start date in Reception until the point at which they reach compulsory school age (but not beyond the beginning of the Summer term 2027).

### **Out of Age Cohort Applications**

- A parent/carer of a child may request that their child is admitted 'out of year group' i.e. not to their chronological age year group. Such requests must be made in writing (at the time of application for a place at the school) by letter addressed to the Governors, c/o the school office, and should be accompanied by any evidence the parents wish the Governors to consider in support of that request.
- Any decision on out of age cohort applications must be made in the best interests of the child and the Governors will consider the child's individual circumstances and any other evidence submitted or provided.
- Relevant factors will include the views of the child's parents; the views of the headteacher; information about the child's academic, social and emotional development; where relevant, the child's medical

history and the views of a medical professional; whether or not the child has previously been educated out of their normal age group; and whether the child may naturally have fallen into a lower age group if it were not for having been born prematurely.

- 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. Reasons will be given for the Governors' decision.

### **Continuing Interest (waiting) list**

- The names of unsuccessful applicants will be placed on the school's Continuing Interest (waiting) list.
- The continuing interest list will be re-ranked each time a name is added or removed from the list.
- If a place should become available, it will be allocated to the child who then ranks highest under the oversubscription criteria set out above.
- 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 school, or, if and 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 is on the continuing interest list, to keep the school advised of any change in circumstances.

### **Appeals**

- 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.
- 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.
- A parent/carer who has not been allocated a place for their child has the right of appeal to an independent panel.
- Once the school has informed the local authority of the application, the parent/carer should receive a letter from the local authority with registration information for making an appeal. If this is not received, then a parent/carer should call the Customer Service Centre on 0300 123 4043 to request registration details to log into [HCC appeals](#) and click on the link 'log into the appeals system'.

### **Fair Access Protocol**

- The school participates in the Fair Access Protocol (FAP), coordinated by the local authority. Admissions under FAP take precedence over those on the Continuing Interest (waiting) list and can, (in the case of entry to the Reception class), be above the published admissions number (PAN). Parents of children entitled to be considered under the FAP may also make an in-year application to the school as described in this policy.