



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

The Common
Chorleywood
Hertfordshire
WD3 5SG

t: 01923 282647

e: admissions@christchurchschool.herts.sch.uk

w: www.christchurchschool.herts.sch.uk



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

ADMISSIONS POLICY FOR ENTRY INTO RECEPTION (**DRAFT FOR CONSULTATION** for September 2026 entry)

The admission authority for the school is Chess Valley Primary Learning Trust (“the Trust”) but the school’s local governing body has delegated powers 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. 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 at the closing date for applications.**
 - 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 closing date for applications to the school 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 and before the fifth day after the closing date, 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 closing date for applications.***
- 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 closing date for applications to the school 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 and before the fifth day after the closing date, 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 closing date for applications.***
- 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](#)) and who are on the roll of Christ Church Chorleywood School Nursery at the date of application

- 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) 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.

8) Any other children.

- a) Any other children not accounted for in the first seven (7) criteria.

ADMISSIONS PROCEDURE – RECEPTION CLASS (main admissions round)

- The governors of this Church of England Academy are responsible for admissions and will admit a maximum of 30 children each year (Published Admission Number – PAN) into the reception class.
- The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2026.

Timing

DATE	By 15/01/2026	7 days after deadline	On 16 April 2026	by ??/05/26 tbc	May 2026 tbc
ACTION	Parent/carer complete online (or paper) LA form for entry in following September. Those applying under criteria 4 or 5 also return school's own SIF & the CoW form.	Governors consider the applications list & order it according to the published criteria.	Herts allocation letters sent to all applicants on the list for entry in the following September.	Date by which parents/carers may accept or reject a place offered Parent/Carer return acceptance forms to the school.	Parent/carer return appeal forms & the school's registration of continuing interest forms returned to the school by applicants who have not been allocated a place.

The dates for the actions in the above table are decided by the Local Authority.

Completing the application

- The parent/carer must complete and return as indicated by the closing date firstly the Primary Common Application Form from the applicant's home Local Authority (which can be submitted online – for Hertfordshire residents see www.hertfordshire.gov.uk/admissions).
- 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; without a SIF or CoW, applications can only be considered on the basis of the information provided on the local authority's common application form and as a result your application may receive lower priority.
- If applying under 'church worship' criteria, the parent/carer should return their completed Supplementary Information Form (SIF) to the school office by 20 January 2026, If not, the governors will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.
- The CoW should also be returned by 20 January 2026, or at the very latest, by the time governors are required to rank applications. If not, the governors will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.
- The SIF and CoW are available from the school website [Admissions to Christ Church](#) and from the Hertfordshire County Council website [HCC schools-directory](#)

Over-Subscription Criteria

- A parent/carer of a child attending the school's nursery class must re-apply for a place in the reception class. There is no automatic transfer from nursery into reception.
- Twins/Multiple Births: The governors will admit over the published admissions number (PAN) when a single twin/multiple birth child is allocated a place at the school, as an exception to the infant class size rule.

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.
- The school uses Hertfordshire County Council's distance measurement system for home to school measurements.
- 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 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 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.

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 Governors (on behalf of the Trust) 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 are processed by Hertfordshire County Council ("HCC") on behalf of the Trust (as the admission authority) in accordance with HCC's published coordinated admission scheme.
- 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 main admission round 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 2nd February 2026 (the late deadline).
- If the amended joint application is received after 2nd February, it will be treated as "late".

Deferred Entry

- A child's parent/carer can defer the date 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 not beyond the beginning of the final term of the school year for which it was made.

- A child reaches compulsory school age on the "prescribed day" following their fifth birthday (or on their fifth birthday if it falls on a prescribed day); the prescribed days are 31st December, 31st March and 31st August. Where a parent/carer wishes, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Information for Summer Born applicants to Reception

- A parent/carer of a summer-born (1st April - 31st August) child may choose not to send that child to school until the September following their fifth birthday. In that case, an in-year application must normally be made for a place in year 1. Alternatively, a parent/carer may request that their child is admitted 'out of year group' i.e., into reception in September 2027, rather than year 1. Such requests must be made in writing to the Governors (please also see next section for more information about the process). All applications will be considered, however parents are advised to make an on-time application for a Reception place in the child's normal age group and to submit a request for admission out of year group at the same time. If this process is followed, the Governors will respond to the request before any places are offered.
- If the 'admission out of year group' request is accepted, any application already made for a Reception place in September 2026 may be withdrawn and the parent/carer must make a separate application as part of the main admissions round for a place in reception for the 2027-28 academic year. There is no guarantee of a place at the school being available in that year group.
- If the request is refused, parents must decide whether to accept any offer of a place in the child's normal age group, or to refuse it and make an in-year application for a place in year 1.

Out of year group applications

- Parents who wish their child to be admitted to a year group which is not the child's normal age group must make a request to the Governors for admission out of year group. Such requests must be made in writing, 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. All decisions on out of age cohort applications must be made in the best interests of the child; governors will consider the child's individual circumstances and any 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

- After places in the Reception class have been offered as part of the main admissions round, Hertfordshire County Council will maintain a continuing interest (CI list) on behalf of the school. 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. Hertfordshire County Council will contact parents/carers if a vacancy becomes available and it can be offered to a child.
- The CI list for Reception entry in September 2026 will be maintained by Hertfordshire County Council until the summer term (date to be specified and confirmed to parents at the time of allocation). The Governors will then take over responsibility for the CI list for Reception. To remain on the CI list after this time, parents must confirm that they are still interested in a place by completing an In Year application form and returning this to the school.
- 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, 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 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 and log into [HCCschoolappeals](#) and click on the link "log into the appeals system".

In -year applications

Applications for a place in the school's Reception class made after the start of the 2026-27 school year ("in year" Reception applications) must be made in line with the school In Year admission policy, available on the school website: [Admissions to Christ Church](#)