



Bentley St Paul's C of E Primary School

Ashwells Road, Pilgrims Hatch, Brentwood, Essex, CM15 9SE Tel: 01277 372295 Email:

admin@bentley-st-pauls.essex.sch.uk School website: www.bentley-stpauls.co.uk

A member of the Mid Essex Anglican Academy Trust

Head Teacher: Mrs L Putt BA QTS (Hons) NPQH

Bentley St Paul's Church of England Primary School **Admission Arrangements (2025/26)**

This Policy should be read in conjunction with the Mid Essex Anglican Academy Trust Admissions Policy and Essential Information for Parents (which is appended to this document).

The number of places for children to be admitted in the following September will be determined by the Governors and published at least 12 months prior to the closing date for applications. There will be 30 places offered for the academic year 2025/2026.

Applications must be made by the Statutory Closing Date of 15th January, as published in the Primary Education in Essex Booklet.

All admissions are made through the local authority. This means that parents need only complete one application form that is submitted to the local authority planning and admissions office.

In the event that the school is oversubscribed, places will be offered on the basis of the following criteria, listed in order of priority, to children:

1. Looked after children and previously looked after children and previously looked after from outside England
2. Children who will have older siblings already in the school, in the term that the child starts. (Sibling in this case means "a brother or sister, half-brother or sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address. In addition, biological siblings will be treated as siblings irrespective of residence".)
3. Children whose parent(s)/legal guardians *regularly worship and are actively involved in the day-to-day life* of any of the three Anglican churches that make up the Benefice of St Paul's Bentley Common, St Nicholas' Kelvedon Hatch and St Thomas' Navestock.
4. Children whose parent(s)/legal guardians *regularly worship and are actively involved in the day-to-day life* of those Anglican churches that share a common boundary with any of the above named 3 parishes.
5. Children whose parent(s)/legal guardians *regularly worship and are actively involved in the day-to-day life* of any other Anglican Churches, or members of the congregation and on the roll (however defined) of other non-Anglican Christian churches which subscribe to the doctrine of the Holy Trinity.

Growing together in faith, love and trust, we will succeed.

And we know that God causes everything to work together for the good of those who love God and are called according to his purpose for them. Romans 8 v28

A limited company registered in England and Wales 8524638

And whose registered office is Hall Lane, Shenfield, Brentwood, Essex CM15 9AL



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The term 'regularly worship' means the parent(s)/legal guardian have attended at least twice monthly for at least one year prior to the application.

The term 'actively involved in the day-to-day life' means being active in any aspect of church life (e.g. attending bible study groups, Alpha Course, Confirmation Course or Prayer Group, being a member of the PCC, Sidesperson/Steward, Children / Youth group ministry etc).

6. Children who are eligible for pupil premium whose parent(s)/legal guardians live within the Benefice of St Paul's Bentley Common, St Nicholas' Kelvedon Hatch and St Thomas' Navestock.

Original documentary evidence of eligibility must be shown to the school office by 15th January, please see below for examples.

7. Children living closest to the school measured by straight-line distance from home to school, those living closest being accorded the highest priority. For the purposes of this criterion, the address measured will be that given on the Admissions Application Form and must be the applicant's place of residence on the Application Date.

In the event of over subscription within category 3, priority will be determined on the basis of the parent(s)/legal guardian's regularity and length of worship at their church. In the event of a tie in Category 3 or over subscription within all other categories, priority will be determined by applying the criterion of straight line distance from home to school with those living closest being given highest priority. Straight line distances will be calculated by Essex County Council as defined in the Primary Education in Essex booklet.

Midyear Applications

Midyear applications are coordinated by the school, parents can make a midyear application by filling in the form on the school website; <https://bentley-st-pauls-cofe.secure-primariesite.net/admissions/> and emailing it to admin@bentley-st-pauls.essex.sch.uk

In the event of more than one applicant for an available midyear space the place will be allocated according to the above criteria, in which case a SIF form will need to be completed.

If no place is available, a request can be made to Register an Interest. This will then be held for the duration of the term, if a space becomes available during that time the above criteria will be applied if there is more than one applicant. You will need to register an interest each term.

All forms and information for this can be found on the school website: <https://bentley-st-pauls-cofe.secure-primariesite.net/admissions/>

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ESSENTIAL INFORMATION FOR PARENTS

The Local Board will treat all admission applications in the strictest confidence and politely request that parents also respect this confidentiality. Information will be held in compliance with the relevant legislation.

Parents wishing their child to attend Bentley St Paul's Church of England Primary School should apply in accordance with the coordinated admissions scheme operated by the child's home Local Authority (LA). Parents of children resident in Essex should apply to:

Essex County Council
School Planning and Admissions
PO Box 4261
County Hall
Chelmsford
CM1 1GS

Website: <https://www.essex.gov.uk/schools-and-learning/schools/admissions/primary-school-places>

Parents who wish their applications to be considered by the Governors under criteria 3, 4 and 5 of the Bentley St Paul's Church of England Primary Admissions Policy should return a Supplementary Information Form (SIF). The SIF can be downloaded from the Bentley St Paul's Church of England Primary School website (www.bentley-stpauls.co.uk) or a hard copy can be obtained from the school. The SIF will not give any details of the rank order of parental preferences. If a SIF has not been returned by the closing date by 15th January in the year of admission, this will be taken to indicate that the parents have no supplementary information they wish to be considered.

A note to parents: Completion of the SIF alone does not constitute making an application for the school - parents must complete the appropriate LA form in order to apply for a place at the school.

When completing the Supplementary Information Form (SIF), written confirmation will be required from clergy/ministers/church leaders.

Looked After Children:

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2012. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise

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of their social services functions (as defined in Section 22(1) of the Children Act 1989). Looked after and previously looked after includes children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of adoption.

Children with an Education, Health and Care Plan:

Children with special educational needs who have an EHCP wishing to name a school are required to put their admission request through SENDIAS for consultation and should contact them straight away.

Evidence of eligibility under criteria 6:

Income Support, Income-Based Jobseekers Allowance, Support under part VI of the Immigration & Asylum Act 1999, Child Tax Credit – provided there is no entitlement to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed £16,190 (subject to parliamentary change), Guaranteed element of State Pension Credit, Income-Related Employment & Support Allowance, Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

Age of Admission:

All children will be admitted full time in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Where parents choose to defer entry, the child will start at the beginning of a new school term/ half term. Parents can request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only.

Admission Outside of the 'Normal Age Group':

Parents who wish to seek a place for their child (including Summer Born children) outside of their normal age group must make an application to their Local Authority for their child's normal age group at the usual time. They must also apply in writing at the same time to the Head Teacher requesting admission out of the normal age group providing supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort should be submitted. The Admissions Committee will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age-appropriate cohort. If the application for a Reception place is not accepted, this does not constitute a refusal of the place and there is no right to an independent statutory appeal. If the request for admission out of normal age group is granted by the school, this does not constitute the offer of a place for the year group that has been requested and a new application must be made to the Local Authority as part of the main admissions round the following year.

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Applications must be made in accordance with the co-ordinated scheme operated by the child's home LA. For children resident in Essex this is detailed in the Primary Education in Essex booklet.

Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklet which is available from the LA. Late applications will be dealt with as detailed in this booklet for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA.

Appeals Against Admission Decisions:

Parents have the right to appeal to an Independent Appeal Panel against admission decisions. Appeals are heard within the time frame set out in the School Admissions Appeals Code.

A waiting list will be kept by Essex County Council until the end of the first week of the autumn term and thereafter by the school until the end of the first term.

March 2024

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SUPPLEMENTARY INFORMATION FORM (SIF)

2025/26

**for child's application to Bentley St Paul's School.
Mid Essex Anglican Academy
Trust**

This form should be completed by parents **NOT MORE THAN 3 MONTHS BEFORE THE CLOSING DATE FOR APPLICATIONS** then handed to your minister, with a stamped envelope addressed to the school. The Minister should sign and return the form directly to the school.

Year of admission: Autumn/Spring/Summer/ 20__ **Class:** Reception. 1. 2. 3. 4. 5. 6. * Circle

Names and address of Parent(s)/Legal Guardian		
Name of child: Date of Birth		
Name of sibling already at Bentley St Paul's and current year		
Name of Church: Denomination of Church:		
Name and address of Minister: <i>Or in absence of Minister full details of appropriate Church Leader</i>		
Minister's Telephone Number:		
Which parent(s) / legal guardians attend worship regularly? Please state relationship to child.		
For how long have you regularly attended? (Please tick one only) If you have recently moved, please give full details of your previous church and your involvement in it together with the contact details of the minister on a separate sheet.	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 year <input type="checkbox"/> More than 1 year <input type="checkbox"/> More than 2 years	
How often have you usually attended during this period? (Please tick one only)	<input type="checkbox"/> once a week <input type="checkbox"/> twice monthly <input type="checkbox"/> monthly <input type="checkbox"/> occasionally	

Please list all aspects of your involvement (apart from Sunday worship) in the life and work of your church.	a) b) c)
Please continue on a separate sheet if necessary.	d) e)

Please include any other information relevant to your application (such as mitigating circumstances) on a separate sheet.

Parent's signature(s): _____ Date: _____

To the Minister: Please can you confirm the details completed above. Please add any comments you think may be helpful for the school to understand the Christian commitment of this family, then sign and date the form and post directly to the school in the envelope the parents have provided. (Use additional sheet if necessary)

Minister's Comments:

Minister's signature: _____ Date: _____
 Name & Address:
 Official Stamp:

Last Amended: April 2024