

# Admissions Policy



## Little Hallingbury C of E (VA) Primary School

Part of the federation of Little Hallingbury and St Mary's  
Hatfield Broad Oak Church of England Primary Schools

**2024/26**

Reviewed:

October 2023

LITTLE HALLINGBURY C of E (VA) PRIMARY SCHOOL

Telephone: 01279 723382

Email: [admin@littlehallingbury.essex.sch.uk](mailto:admin@littlehallingbury.essex.sch.uk)

[www.lhandsmhbo.co.uk](http://www.lhandsmhbo.co.uk)

Executive Headteacher: Mrs Ruth Baugh

Published Admission Number: 20

### Admission Arrangements for 2025-26

Little Hallingbury is a Church of England, Voluntary Aided Primary School which serves the catchment area of the parishes of Great and Little Hallingbury. Subject to our published number, children of parents living in the above parishes would normally be offered a place at our school. Any child for whom the school is named in an Education Health Care Plan would be offered a place at our school.

Subject to availability of places, it is the policy of the Governors to admit the children of all parents who opt for their children to be educated at this School.

Children are admitted subject to the criteria below, in agreement with the Local Authority. In the event of there being more applicants than places available, the Governors will apply the following criteria in this priority order.

1. Looked after children and previously looked after children\*.
2. Children of staff who have been directly employed by the School or by the Federation for two or more years or where the member of staff was or will be recruited to fill a post for which there is a skills shortage.
3. Children who ordinarily reside within in the School's catchment area of the ecclesiastical parishes of Great and Little Hallingbury (a map is available on request from the School) and, at the time of application, have a brother or sister living with them who is on roll, and who will continue to be at the School in the next academic year i.e. not in Year 6.
4. Other children who ordinarily reside within the School's catchment area.
5. Children who ordinarily reside outside the School's catchment area and, at the time of application, have a brother or sister living with them who is on roll, and who will continue to be at the school in the next academic year i.e. not in Year 6.
6. Children who have medical, pastoral or social reasons for attending this School supported by professional evidence indicating why this is a suitable school for them.
7. Children of parents who seek a Christian education for their child, and who are active members of a church and whose application is supported by their priest or minister.
8. All other applications.

*\*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. A looked after child 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 (see the definition in section 22(1) of the Children Act 1989).*

These criteria will also apply for mid-year admissions, given the school's maximum capacity.

In the event of oversubscription a waiting list will be held for the Reception Year until the end of the Autumn Term.

All applications, including late applications, will be handled in accordance with the co-ordinated admissions scheme published by Essex County Council in the Primary Education in Essex booklet.

In the event of a 'tie break' situation within any of the criteria above, those children living closest to the School, measured in straight line proximity, will be given the higher priority.

If the Governors refuse an admission the parents are given the right of appeal – details of the Appeals Procedure are available from the School Office.

### Early Years Admissions

The Governing Body will admit all children who will attain the age of 5 during an academic year. As required by law, this school provides for the full-time admission of all children offered a place in the reception year group as a single intake in the September following their fourth birthday. Parents have a statutory right for their child to take up a full time place in the September following their fourth birthday.

### Option to defer

However, parents may opt to defer the date on which their child is admitted to the school until later in the school year, or until the child reaches compulsory school age. Where entry is deferred, the school will hold the place for that child and will not offer it to another child. Where parents choose to defer entry, the school will ordinarily expect that the child would enter at the beginning of a new school term/half term. Entry cannot be deferred beyond the beginning of the term immediately following the child's fifth birthday, or beyond the academic year for which the original application was accepted.

### Part-time option

The Governing Body believes that it is preferable that those children reaching 5 before 30th April should attend full time from previous September.

However, for those children reaching 5 between 1<sup>st</sup> May and 31<sup>st</sup> August the Governing Body will offer a part time option of 21 hours per week for the first half of the previous Autumn term, which equates to 5 mornings per week plus lunch, moving to full time from the second half of the Autumn term

The options set out above do not affect the parents' statutory right to take up a full time place for their child from September.

### Appendices

- Supplementary Information Form

**LITTLE HALLINGBURY C of E (VA) PRIMARY SCHOOL  
SUPPLEMENTARY INFORMATION FORM**

Child's Full Name	
Child's Date of Birth	
Parent/Guardian Name(s) and Address	
<b>Criteria 5</b> Parents are on the Church Electoral Roll for St Mary's, Little Hallingbury or St Giles', Great Hallingbury (please state which) <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input type="checkbox"/> St Mary's, Little Hallingbury</span> <span><input type="checkbox"/> St Giles', Great Hallingbury</span> </div>	
<b>Criteria 6</b> Please use the box below to provide additional information if applying under Criteria 6 (Children who have medical, pastoral or social reasons for attending this school supported by professional evidence indicating why this is the only suitable school for them). <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>	
<b>Criteria 7</b> Name of Church/Chapel or place of worship:	
I confirm that this family are active members of our worshipping community (ie attending at least once a month)	
Signature of Priest or Minister in Charge:	
Signature of Parent/Guardian:	
Date of Application:	

November 2015