

Admissions Policy



St Mary's C of E Voluntary Aided Primary School

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

2025-26

St Mary's is a friendly and welcoming, Church of England voluntary aided school that welcomes applications from parents who wish their child to attend the school.

St Mary's is a Church of England, Voluntary Aided Primary School which serves the catchment area of the ecclesiastical parish of Hatfield Broad Oak and Bush end, or the hamlets of Collier Street, Needham Green and Greenhill. 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.

Admissions to St Mary's Primary School will be handled under a co-ordinated arrangement operated by the Local Authority. Application forms will be issued by the LA and should be returned to them directly by the specified closing date.

The procedure for handling late applications and the operation of the waiting list will also be in accordance with the co-ordinated admission arrangements.

For children resident in Essex this information will be published in the "Primary Education in Essex booklet."

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 parish of Hatfield Broad Oak and Bush end, or the hamlets of Collier Street, Needham Green and Greenhill (maps are 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.

The following should also be noted:

1. A child with a statement of special educational needs that names St Mary's Primary School may be admitted irrespective of the admissions criteria
2. In the event of over-subscription within any of the above criteria in the normal admission round, priority will be determined by straight line distance measured from the address point of the home to the address point of the school, with those living closest being given the highest priority. Distances are calculated by the Local Authority, as defined in the Primary Education in Essex booklet, by use of a Geographical Information System which accurately measures the distance from the home address to the school. On any occasion where there are two applicants with an identical distance competing for a single place the

governing body would offer the place to one applicant on the basis of lots drawn by a governor not involved in the admissions ranking process.

3. A sibling is defined as a child living in the same family unit in the same family household and at the same address and who is a brother, sister, stepbrother or stepsister, adopted brother or adopted sister. Children living in the same household as part of an extended family will not be treated as siblings.
4. In the event of over-subscription a waiting list will be maintained by the LA until the end of the first week of the autumn term in accordance with the above criteria. The list will then be maintained by the school. Parents wishing for their child to remain on the waiting list from 1st January must contact the school by the end of the first week of each term, preferably in writing. If no communication is received the child's name will be removed from the waiting list.
5. As required by law, St Mary's Primary School provides for the full-time admission of all children.
6. All children are admitted full-time (unless parents have expressed a preference for part-time or a deferred place). Where parents wish, children may attend part-time until the start of the spring or summer term, but not beyond the point at which the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only at St Mary's Primary School.
7. Parents can defer the date that their child is admitted to the school 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. The induction process for children joining at the start of the Spring or Summer Terms will be decided by the Headteacher on an individual basis.
8. Parents may request a place for their child outside of their normal age group. Parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group (reception rather than year 1). The Governing Body is responsible for making the decision on which year group a child should be admitted to and they will make a decision based on the circumstances of each case. In general, children would only be educated outside of their normal age group in very limited circumstances. Parents do not have the right to insist that their child is admitted to a particular age group. Parents of a summer-born child wishing to defer entry until the September after the child reaches the age of five would need to submit an application for their child's normal age group at the correct time, stating on the application they want to be considered for a place outside of the normal school age, for the following September. They should also submit a letter to the school containing information in support of their request. The governing body will consider any such request based upon the individual circumstances of the case and will decide whether the application for a deferred Reception place will be accepted. Parents will be informed in writing of that decision and the reasons for that decision. If the application is accepted the parents must withdraw the application for the normal age group before the primary national offer day. They must then submit another application as part of the main admission round for the following year. If the application is refused, parents must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year 1 for the September following the child's fifth birthday.

**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).*

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.

Appendices

- Supplementary Information Form

For admission to the 2025-26 school year, and subsequent years, admission authorities for primary schools must provide for the admission of all children in the September following their fourth birthday. Parents have a statutory right for their child to take up a full-time place at this time.

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 the school year i.e. the start of the term after the child's fifth birthday. Parents can also request that their child attends part time until the child reaches compulsory school age. Parents cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the academic year for which the original application was accepted.

Children with an Educational Health Care Plan naming the school will be admitted.

Applications and offers of places will be handled in accordance with the co-ordinated admissions scheme published by Essex County Council in the Primary Education in Essex booklet.

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.

**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).*

The Approved Admissions Number for the school is **16**.

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.

Essex County Council will hold waiting lists in priority order according to the schools' admissions criteria until the end of the first week of the Autumn Term. We will hold the waiting list until the end of the first term.

If an application is refused, parents have the right to appeal to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer pack. Notice of appeal should be sent to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.

Any applications for a place at the school which are made once the academic year is underway should be made directly to the Local Authority.

Date: October 2023

To be reviewed: October 2024

Appendices

- Supplementary Information Form



ADMISSIONS
SUPPLEMENTARY INFORMATION FORM

ST MARY'S C OF E VOLUNTARY AIDED PRIMARY SCHOOL
HATFIELD BROAD OAK

Application for the academic year	September		to August	
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Please use BLOCK CAPITALS and submit the completed form to the Executive Headteacher. This form is designed to be used after reading the School Prospectus, particularly the section relating to the Admission of Children.

Child's Surname	
Child's other names	
Date of Birth	
Male/Female	

Name(s) of Parent(s)/Guardian(s)	
Address	
Home Telephone Number	
If different from above please state where and with whom the child normally resides	

Contact Details

Name	Mobile Number(s)	Email(s)

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Please answer the following questions and remember to sign the form

1.	Does the child ordinarily reside within the LEA catchment area, or the Ecclesiastical Parish boundaries of Hatfield Broad Oak or Bush End, or the hamlets of Collier Street, Needham Green and Greenhill?	YES/NO
2.	Has the child any siblings at the school who live in the same house?	YES/NO
3.	Is there an exceptional reason for the child to attend this school? <i>(If the answer is 'YES', please arrange for an appropriate authority to send a letter of support directly to the Headteacher.)</i>	YES/NO
4.	Are you as parents actively supportive of the work and worship of the churches St Mary's, Hatfield Broad Oak or St John's, Bush End? <i>(If the answer is 'YES', please obtain a letter of support from the Vicar and return it with this form.)</i>	YES/NO
5.	Are you as parents actively supportive of the work and worship of the Church of England? <i>(If the answer is 'YES', please obtain a letter of support from the appropriate Vicar and return it with this form.)</i>	YES/NO

If you wish to support this application with a letter, please feel free to do so.

Signatures(s) of Parent(s)/Guardian(s):

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Date:

The Governing Body of Little Hallingbury & St Mary's Primary School, Hatfield Broad Oak Church of England Primary Schools will normally consider applications in the February prior to the expected year of admission. You will be notified of the outcome by 1st May.

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