



**SHENFIELD ST MARY'S CHURCH OF ENGLAND  
PRIMARY SCHOOL**  
HALL LANE SHENFIELD BRENTWOOD CM15 9AL  
(A member of the Mid Essex Anglican Academy Trust)



**Shenfield St Mary's Church of England Primary School  
Admissions Arrangements (2025/2026)**

This document 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).

Shenfield St Mary's Church of England Primary School Trust Deed 1865 states that the school site was originally conveyed to the Rector and Churchwardens of the parish of Shenfield for use *'as and for a school for the education of children and adults or children only of the labouring manufacturing and other poorer class in the parish of Shenfield'*. In 1954 the school opted for aided status and this enabled, among other things, priority to be given *'to the admission of children of church members'*. Today the Governing Body has the power to establish the admissions arrangements.

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 60 places offered for the academic year 2025/2026.

Applications must be made to Essex Local Authority (LA) by the Statutory Closing Date of 15<sup>th</sup> January, as published in the Primary Education in Essex Booklet.

All applicants with an Education Health Care Plan that names Shenfield St Mary's Church of England Primary School will be admitted.

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. Who are 'looked after'.
2. Who have a sibling, as defined by the LA in its booklet 'Primary Education in Essex - Your Guide to Starting Primary Education' living at the same address and attending the school at the time of admission.
3. Who are 'ordinarily resident' within the Parish of Shenfield and for whom at least one parent or guardian has attended public worship at St Mary's Church at least once a month for the previous 12 months before the closing date for applications. ['ordinarily resident' is defined in the section entitled 'Home Address'. Registers of public worship attendance are maintained by the Churchwardens of St Mary's Church and are updated by digital means and by way of a paper record at the end of the regular Sunday and Thursday services.]
4. Who are 'ordinarily resident' within the Parish of Shenfield.
5. Who are 'ordinarily resident' within a neighbouring Parish of the Parish of Shenfield and for whom at least one parent or guardian has attended public worship at St Mary's Church at least once a month for the previous 12 months before the closing date for applications. [The neighbouring Parishes of the Parish of Shenfield, listed alphabetically, are Bentley Common St Paul, Brentwood St. Thomas, Brentwood St. George, Doddinghurst All Saints, Hutton All Saints, Ingrave St. Stephen and Mountnessing St. Giles.]
6. Who live outside the parish of Shenfield.



**SHENFIELD ST MARY'S CHURCH OF ENGLAND  
PRIMARY SCHOOL**  
HALL LANE SHENFIELD BRENTWOOD CM15 9AL  
(A member of the Mid Essex Anglican Academy Trust)



A list of the streets in the parish of Shenfield is available on the school website.

If there are too many applicants in any category (oversubscription), priority within categories 3 and 5 will be determined on the basis of the parents' regularity and duration of attendance at church worship and subsequently for all categories places will be offered to children who live nearest to the school using Essex LA measurements and methodology, as defined in the Essex LA booklet referred to above, from the child's home to the school.

The residency (home address) of applicants will be subject to checks according to Essex LA procedures. If a school place is secured through false information regarding a home address, the place offered may be withdrawn.

If a family moves into the area less than 12 months before the closing date for applications and family members wish their application to be considered under criterion 3 or 5, they must provide evidence of their attendance at another Anglican church, ratified by the vicar of that parish, in line with the requirements of other local applicants in these categories.

From 1<sup>st</sup> April 2022 applications for mid year places in Years 1-6 should be made directly to the school. The application form can be found on the Admissions page of the school website. Children will be admitted if they fulfil the above criteria and if there are places available within the number determined by the Governors for the relevant year.



**SHENFIELD ST MARY'S CHURCH OF ENGLAND  
PRIMARY SCHOOL**  
HALL LANE SHENFIELD BRENTWOOD CM15 9AL  
(A member of the Mid Essex Anglican Academy Trust)



**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 Shenfield St Mary's Church of England Primary School should apply in accordance with the co-ordinated 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: [essex.gov.uk/apply-for-a-primary-school-place](https://essex.gov.uk/apply-for-a-primary-school-place)

Parents who wish their applications to be considered by the Governors under criteria 3 and 5 of the Shenfield St Mary's Church of England Primary Admissions Policy should return a Supplementary Information Form (SIF). The SIF can be downloaded from the Shenfield St Mary's Church of England Primary School website 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 15<sup>th</sup> January in the year of admission, this will be taken to indicate that the parents have no supplementary information they wish to be considered.

**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 2014. 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 (as defined in Section 22(1) of the Children Act 1989).

**Children with an Education, Health and Care Plan**

Children with statements of special educational needs or an Education, Health and Care Plan (EHCP) that name the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order.

**Age of Admission**

The Shenfield St Mary's Church of England Primary School policy is that children born on and between 1 September 2019 and 31 August 2020 would normally commence primary school in the Early Years Foundation Stage (Foundation) in the academic year beginning in September 2024.

As required by law, all Essex infant and primary schools provide for the full-time admission of all children offered a place in the Foundation year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.



**SHENFIELD ST MARY'S CHURCH OF ENGLAND  
PRIMARY SCHOOL**

**HALL LANE SHENFIELD BRENTWOOD CM15 9AL**  
(A member of the Mid Essex Anglican Academy Trust)



Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point.

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.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. 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 Foundation 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 Foundation place is not accepted, this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

### **Home Address**

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 2 February 2024. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address and proof of address and the residence arrangement will be required with the application. The child must be living with the relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases, we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

### **Distance Tie Breaker**

For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address), which are referred to as address points. The definition of the home address is as described above. Straight-line distance is measured from the address point of the home address to the address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. With the exception of twins, triplets, etc (see below), in the unlikely event of two applicants with an identical distance competing for a single place at a school, the place would be offered to one applicant on the basis of lots drawn by a Local Board member who is not a parent governor nor involved in admissions.



**SHENFIELD ST MARY'S CHURCH OF ENGLAND  
PRIMARY SCHOOL**  
HALL LANE SHENFIELD BRENTWOOD CM15 9AL  
(A member of the Mid Essex Anglican Academy Trust)



### **Address Checking**

Where residency is relevant to an application for a school place, the LA will ask a random sample of applicants to provide proof of their home address. This must be a copy of one of the following:

- UK driving licence;
- council tax notification;
- two utility bills dated within the last 6 months (gas, electricity, water or landline phone)

Where there is reasonable doubt as to the validity of a home address, the LA reserves the right to take additional checking measures including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the LA may withdraw the place offered.

### **Admission of Children from Overseas**

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may, however, be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in Essex but is not living in it, perhaps because they are working abroad at the time of application, but they intend to take up residency at the Essex home before the start of the autumn term, the application will be processed using the Essex address. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Essex.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

### **Siblings**

For applications made in the normal admission round, a relevant sibling is a child who has a biological, step- or adopted brother or sister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group apart from the final year. Biological siblings who attend the preferred school in any year group apart from the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications, a sibling is a child who has a biological, step- or adopted brother or sister living in the same family unit in the same family household and address who already attends, or has been offered a place at, the preferred school or partner school at the time of the mid-year application and decision, with a reasonable expectation that the brother/sister will be attending at the time of admission of their sibling.

### **Twins, Triplets, etc**

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered a place initially, the school will ensure both twins are offered a place. In the case of



**SHENFIELD ST MARY'S CHURCH OF ENGLAND  
PRIMARY SCHOOL**  
HALL LANE SHENFIELD BRENTWOOD CM15 9AL  
(A member of the Mid Essex Anglican Academy Trust)



triplets or other multiple births, if the majority of children can be offered a place initially, the school will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets, etc) and the majority can be offered a place, then places will be offered for the remaining children. However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them, then a place would not normally be offered for all.

### **Withdrawal of an Offer**

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

### **Late Applications**

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. No application/preference received after 2 February 2024 will be treated as on time. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional. No change to the rank order of existing preferences will be accepted after the closing date except for changes of address, and no such changes will be permitted after 2 February 2024 until after the first round of offers has been made on 16 April 2024. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 16 April 2024. Where a school is oversubscribed, late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school. All late applications will be considered by the LA to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case, the application will be treated as 'on time'. Where a school is oversubscribed, late applications received after the first round of offers on 16 April 2024 will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Any new applications or change requests received after 2 February 2024 will be held and not considered until after the first round of offers on 16 April 2024.

### **Admission Outside of the 'Normal Age Group'**

Parents may seek a place at a school outside of a child's normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Any such request must be made in writing with an application clearly setting out the reasons, with any supporting evidence from relevant professionals such as teachers or doctors. Admissions Governors will consider each such case on an individual basis. The views of the Headteacher(s) of the school(s) at which a place is requested will be sought. There is no guarantee that a request for a place outside of a child's normal age group will be agreed.

### **Applications Made After the Start of the Autumn Term**

On receipt of an application after the start of the autumn term, the LA will contact the school in writing for the up-to-date numbers. If there are spaces in the appropriate year group, an offer will be made. If there are no spaces, a refusal will be sent and the right of appeal given if it was a first application for the year group. Unless there is a significant and material change in circumstances, a second application received in the same academic year does not have to be determined by the LA and no second right of appeal will be given. When there are more applications received on the same day than the number of places available, the school's admission criteria will be used to determine any offers that can be made. There is a process in place that considers parents continued interest in a place at an oversubscribed school. Details of the process will be available to parents who have applied and been refused a place after the start of the autumn term.



**SHENFIELD ST MARY'S CHURCH OF ENGLAND  
PRIMARY SCHOOL**  
HALL LANE SHENFIELD BRENTWOOD CM15 9AL  
(A member of the Mid Essex Anglican Academy Trust)



**Waiting lists**

The Local Authority will hold a waiting list until 31 December 2024 and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place directly with Shenfield St Mary's Church of England Primary School.

**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. Information about how to appeal against a refusal of a school place will be sent with the offer pack.

**Standard admissions intake is 60.**



**APPLICATION FOR ADMISSION  
FOR ACADEMIC YEAR 2025-2026  
SUPPLEMENTARY INFORMATION FORM (SIF)**

Year of Admission:	
Child's Surname:	
Child's Forenames:	
Gender:	Date of Birth:

Father's / Legal Guardian 1's Surname:		Father's / Legal Guardian 1's Forename:	
Address:			
Post Code:		Email Address:	
Home Telephone Number:		Mobile Number:	
Mother's / Legal Guardian 2's Surname:		Mother's / Legal Guardian 2's Forename:	
Address of Mother / Legal Guardian 2 (if different from above):			
Post Code:		Email Address:	
Home Telephone Number:		Mobile Number:	
If parents/legal guardians have separate addresses, please indicate which address is your child's ordinary residence.			
Father's / Legal Guardian 1's Address		/	Mother's / Legal Guardian 2's Address

Names of Sibling(s) at Shenfield St Mary's School	Date of Birth	Current Year Group at Shenfield St Mary's School



**SHENFIELD ST MARY'S CHURCH OF ENGLAND  
PRIMARY SCHOOL**



**Has at least one parent/legal guardian attended public worship at St Mary's Church, Shenfield, at least once a month for the 12 months before the January closing date for applications?**

**Yes / No**

(This will be checked against the St Mary's Church, Shenfield, registers of attendance. The admissions requirement of attending at least once a month for the 12 months before the January closing date for applications can be achieved through the attendance record of one parent/legal guardian or through a combination of the attendance records of both parents/legal guardians.)

**Name and Address of the Rector of St Mary's Church, Shenfield:**

**Post Code:**

**Telephone Number:**

**Verified by the Rector of St Mary's Church, Shenfield:**

**Rector's Signature:**

**Date:**

**If you moved to the Borough of Brentwood within the 12 months before the January closing date for applications, please indicate here if you regularly attended a church near to your previous home. Please attach supporting documents indicating attendance, which are authorised and approved by the signature of the Minister of the previous church.**

**Other Relevant Information**

**Signatures of Parents / Legal Guardians:**

**Date:**

**Thank you for your application. For Foundation Admissions, please return this form to the school by the statutory closing date of the 15th January for entry to the school in September of the same year.**