



**St Peter's C of E Primary School  
West & South Hanningfield**

Frequency	Annually
Agreed by the Governing body	20/03/2024
Next review date	01/11/2025

## **Admissions Policy 2025/26**

### **Application Procedures**

The Local Authority co-ordinate arrangements for Reception intake admissions to all primary schools within its jurisdiction. Parents seeking places at St Peter's C of E Primary School are required to complete both the Common Application Form, which is available from the Local Authority / online at Essex County Council, and the Supplementary Information Form (Appendix A). The former should be returned to the Local Authority and the latter directly to the school.

### **Applications for school places outside the normal admission round**

All enquiries regarding mid-year applications should be directed to [admin@stpetershanningfield.essex.sch.uk](mailto:admin@stpetershanningfield.essex.sch.uk). For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that group. If the relevant year group is full, a waiting list is held by the school for that year group and applications will be ranked according to the criteria shown below.

### **Admissions Criteria**

Where there are more applications received than places available within the published number to admit, governors will consider applications according to the following criteria:

1. \*Looked after Children (LAC), Previously Looked after Children (PLAC) and Children Previously Looked after from outside England (PLAC).
2. Brothers and sisters of those already attending the school up to and including Year 5 (at time of application), including step brothers and sisters living at the same address
3. Children living within West and South Hanningfield ecclesiastical parishes and the priority admission area
4. Children where the application is supported in writing by a member of the clergy from an Anglican parish indicating that the family is known to the church and that the family plays a part in the church community
5. Children where the application is supported in writing by a member of the clergy from a Church which is affiliated to Churches Together in Britain and Ireland indicating that the family plays a part in the church community
6. Children who because of social, medical or pastoral reasons would be best educated at this school. This must be supported by an independent report by a suitably qualified person. If the person to provide the report cannot be agreed, this will be determined by the Chair of Governors
7. Children from other faiths specifically desiring a Christian education where the application is supported in writing by a leader of that faith stating that the family is known to that place of worship and that they play a part in that faith community
8. Other applicants determined by distance from the school

*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).*

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In the event of over-subscription within any of the above criteria, priority will be determined by straight-line distance from home to school, those living closest being the highest priority.

Maps of the West and South Hanningfield ecclesiastical parishes are available from the school office.

Children with a statement of special educational needs are required to be admitted if the school is named.

## **Published Number to admit**

The school's standard number to admit is set at 15. The school is therefore only able to admit pupils until this number has been reached.

The school operates a waiting list for any places which may become available during the year. The waiting list is made up of those pupils who are not offered a place and have indicated their desire to be considered should a vacancy occur. All pupils on the waiting list are considered, using the same criteria as for the normal admission date regardless of the length of time they have been on the list.

## **Entry to the Reception Year Group**

All children whose birthdays are between 1st September and 31st August are to start school full time in September. However, parents of children who are offered a place at the school before they are of compulsory school age may defer entry until later in the school year or request that their child attends part-time until the child reaches compulsory school age. Part-time attendance would constitute a morning or afternoon session for a regular defined period of time to be agreed in advance. The place for that child will be held open although the parents would not be able to defer entry beyond the beginning of the term after the child's 5th birthday, or beyond the academic year for which the original application was accepted.

However, where the parent of a 'summer-born' child (1 May - 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 must be submitted. The school 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 a place and there is no right to an independent statutory appeal or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort.

## **Appeals**

Parents who are unsuccessful in securing a place for their child may appeal to:

The Statutory Appeals Officer  
PO Box 11,  
Chelmsford  
Essex  
CM1 1LX

The Appeal Form should be completed in writing and returned within 21 days of being informed that a place is not available. Arrangements will then be made for the appeal to be considered by an independent panel.

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**St Peter's C of E (Voluntary Aided) Primary School**

Church Road  
West Hanningfield  
Chelmsford  
Essex  
CM2 8UQ

Tel: 01245 400327  
E-mail: [admin@st-petershanningfield.essex.sch.uk](mailto:admin@st-petershanningfield.essex.sch.uk)  
Website: [www.st-petershanningfield.co.uk](http://www.st-petershanningfield.co.uk)  
Headteacher: Mr Jamie Bearman

**Supplementary Information Form  
to support  
Application for Admission**

**SURNAME** ..... **FORENAME(S)** .....

**DATE OF BIRTH** ..... **SEX** \* M / F (*delete as appropriate*)

**HOME ADDRESS** .....

.....

.....

**POSTCODE** .....

**TELEPHONE NUMBER**.....

**FULL NAME OF PARENT(S) /  
GUARDIAN(S)** .....

.....

**ADDRESS** (*if different from above*) .....

*\* if parents do not live together  
please indicate who has custody  
of the child.* .....

**POSTCODE** .....

**Family connections with the School**—please give names of brother(s) &/or sister(s) who attend the school.

**Family connection with the Church**—please include the name of the church/chapel attended by the family, the frequency of your attendance and your relationship with that church/chapel.

**Name and address of Minister**

**Reasons for applying to this school. (If applying with a church/chapel connection, please send a reference from the minister/vicar/priest.)**

**Signed** ..... **Date** .....

- **Please return this form to school at time of application**

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