



St Andrew's CofE Primary School



ADMISSIONS POLICY 2025/26

The Admissions Policy has been drawn up by the Trustees of St. Andrew's C of E Primary School, as the Admissions Authority for the school, in accordance with the principles set out in the school's Trust Deed of 1850 and following the Code of Practice (Schools Standards and Framework Act 1998.).

The Trustees welcome applications from all parents who opt for their children to be educated in this Christian community.

At St. Andrew's C of E Primary School, our core Christian values thread through every aspect of our school, including the way in which we welcome families with inclusion and equality at our core.

We recognise that our school rightly offers an opportunity for parents who value our approach to education and to faith and that we have strong and lasting links with the Church of England. We also want our school to be welcoming and inclusive, open to people of all faiths and beliefs and backgrounds. Our admissions policy will give priority to the local community and will, where appropriate, enable those who particularly value our Christian ethos to have opportunities to be part of our school community.

The school admits 30 children each September.

Parents seeking a place for their child must make an application using the LEA's Common Application Form, which is returnable directly to the LA. Alternatively parents may apply online at www.essex.gov.uk/admissions. Parents are required to submit a Minister's/Faith Organisation Recommendation/Accreditation Form in addition to the Common Application Form if they wish their application to be considered under criteria 3 - 5. This is in order to obtain additional information to enable the Admissions' Committee, which consists of members of the Trust, to apply the school's admission criteria. 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. 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. Where entry is deferred the school will hold the place for that child and not offer it to another child. Parents 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 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.

The admission authority for the schools 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.

Children with Education, Health and Care Plan (EHCP)

Children with EHCPs are not admitted through the normal admission arrangements and are placed in schools through the EHCP process. They will be allocated a primary school place by SEND Operation Team. Children with Education Health and Care Plan that name the school will be admitted to a school regardless of their place in the priority order.

In event of oversubscription within any of the below criteria, priority will be determined by straight line distance from home to school, as calculated by the Local Authority. Those living closest being given the highest priority.

St Andrew's C of E Primary School Admissions Criteria for Statutory Age Children:

1. 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 including those who appear (to the admission authority) to have in state care outside of England and ceased to be in state care as a result of being adopted. 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)

2. The child has siblings in the school at the time of admission excluding the final year. This includes brothers and sisters and stepbrothers and sisters irrespective of their place of residence.

3. The family/carers are regularly involved in the work and worship of the parishes of St Andrew's and St James. The term "work" is taken to mean that a parent/carer is involved in activities which allow the church to function. The term "regular worship" is taken to mean attendance at least once per month or twelve times per year at an act of worship. ** *"In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirement of these (admissions) arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship".*

4. The family/carers are regularly involved in the work and worship of any other Anglican Parish. The term "work" is taken to mean that a parent/carer is involved in activities which allow the church to function. The term "regular worship" is taken to mean attendance at least once per month or twelve times per year at an act of worship. ** *"In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirement of these (admissions) arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship".*

5. The family/carers are regularly involved in the work and worship of another faith and wish their child to attend a Christian school because of its specifically religious emphasis and whose application is supported by the appropriate Faith authority. The term 'work' is taken to mean that a parent/carer is involved in activities which allow the faith organisation to function. The term 'regular worship' is taken to mean attendance at least once per month or twelve times per year

at an act of worship. *"In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirement of these (admissions) arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship".*

6. Regular attendance of public worship (e.g. six times in a six month period, prior to the date of submission of an application for admission to the school), in any Church of England church, in any other Christian church, or in any faith group which is a member of the local Council of Faiths as in criteria 3-5 above. ** *"In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirement of these (admissions) arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship".*
7. Exceptional medical circumstances. To demonstrate a medical need of a child which can most appropriately be met at the school, the admission authority will require written medical evidence from an appropriate professional. The admission authority will decide whether the evidence provided demonstrates that it is necessary for the school to admit the child on medical grounds as no other school would be able to meet the specific need.
8. The family/carers reside in the parish of St. James', Greenstead Green.
9. Children of staff at the school – Where the member of staff has been employed at the school for two or more years at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
10. Remaining applications. All further applications will be determined on straight line distance they live from school as measured by the Local Authority.

*** Under this criteria, a Minister's/Faith Organisation Recommendation/Accreditation Form is required to be completed (these are held by the school for use by Ministers/Faith Organisations).*

'Children with a Statement of Special Needs' under the Education Act 1996 Section 324 specifying St. Andrew's C. of E. Primary School, Halstead, will be offered a place.

The LA will hold a waiting list until the end of the first week of the Autumn Term for children entering Reception and continue to allocate places from the waiting list if spaces become available. After that date the school will maintain the list for one year in the same format and in accordance with the School's Admissions Policy.

Dates of Admission:

Full time education is available for all new admissions from the start of the Autumn Term.

For children whose application is supported by the medical authorities, the starting date and the pattern of attendance will be arranged on an individual basis following advice given by the appropriate professionals.

Should the Trustees refuse an application, reasons must be given for the refusal and parents have the right to appeal within 14 days of receiving the decision. Appeal forms are available from the Local Authority and these should be returned to the Clerk to the Independent Appeal Panel, P.O. Box 11, Chelmsford, Essex, CM1 1LX.

Parents of new entrants will be invited to bring their children to the school for pre-school visits during the summer term prior to starting school in the Autumn term. There is a programme of meetings, both group and individual, for parents, providing an opportunity to meet the staff and to discuss their child.

Applications other than Reception intake and for school places outside the normal admissions round

All mid-year applications should be made directly to the school, using the mid-year application form available on our website (<https://www.st-andrews-halstead.co.uk/admissions/>) and/or the school office. Mid-year applications are any application for a school place made to a year group, apart from September admissions to Reception.

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 year group. If a place is not available, a refusal will be sent and the right of appeal given if it was a first application for their group or if it was a second application resulting from a significant and material change in circumstances relevant to the application.

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