



Admissions Policy

Churchfield C of E Academy

2027-2028

Policy type	Statutory Trust Policy with local context
Reviewed	Annually
Author/Responsible Officer	Headteacher/GSAMAT Governance Officer
Approved by	Trust Board
Date of ratification	11th December 2025
Date of next review	Autumn 2026 for 2028/2029

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

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Our mission, vision and values

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work, and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles. In our Trust, just as in the wider Church of England community, 'flourish' refers to prospering, thriving and growing – not shrinking out and dying. It means prayerfully encouraging all within our schools so that they might prove fruitful, successful and contented in the longer term. We seek to provide space generously for all to flourish in life and all of its structures. Equitable treatment for all pupils, staff and the wider community is a core part of enabling this long term, holistic flourishing.

We have a clear **vision** about creating successful schools for the benefit of their communities. All schools provide rich and diverse curricula which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to continue to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed **values** of:

Hope; Nurture; Equality; Respect; Collaboration

The Trust's vision is underpinned by a Christian values framework which is adopted by all schools. It provides clear expectations for all Trust employees on how we wish our values to impact on all areas of school life. It draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Each school within the Trust has a personalised vision for education, developed locally to reflect the individual character and needs of the school community. This vision is underpinned by the Trust's wider vision, and agreed with the Trust, but it is owned and driven by the headteacher and their LGB.

Our community

The Trust are dedicated to delivering education that serves local communities. Our schools are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing schools with the highest levels of academic rigour and pastoral care.

Our schools are places where children and young people develop and thrive intellectually, socially, culturally and spiritually. All of the Trust's schools teach a broad and balanced curriculum within national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.

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Statement of Intent

Churchfield C of E Academy is part of the Diocese of St Albans Multi-Academy Trust (DSAMAT) family. We welcome all pupils, and places at the school are offered in an open and fair way.

The number of places available is determined by the capacity of the school and is called the Published Admissions Number (PAN).

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Academy Trust	Schools Adjudicator	Academy Trust

For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.

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1. Introduction and General Principles

- 1.1 Churchfield C of E Academy is a school within the Diocese of St Albans Multi-Academy Trust which is the admission authority for the school. The school will admit up to the published admission number of 45 children into the reception year and is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.
- 1.2 All applications must be made on the applicant's home LA's common application form. Each Local Authority or LA, (Hertfordshire County Council for Hertfordshire residents) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to the scheme published each year. The Trust, as the admission authority, will allocate the available places in line with this policy. However, offers will be made by the applicant's home LA.
- 1.3 The closing date for admission application forms to be received by the home Local Authority is **15th January 2027**. Information and forms regarding the completion of the 'on line' application and notification dates of admission decisions are published in the LA admissions literature and for Hertfordshire residents is also available from their website- www.hertfordshire.gov.uk/admissions.
- 1.4 All applications must be made on the home LA common application form. If you wish your application to be considered under category 3 parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office 15th January 2027. If a SIF is not completed the Trust will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.
- 1.5 The school provides for the full-time admission of all successful applicants who have reached their 4th birthday by the beginning of September 2027. However please note the following:
 - a. These arrangements do not apply to our nursery intake.
 - b. Parents of children currently in our nursery **must** reapply for a place in reception.
 - c. Attendance at our nursery does not guarantee a place in reception
 - d. Parents offered a place may defer the date of their child's admission until later in the school year, or until the child reaches compulsory school age. Summer born children (born between 1 April and 31 August) may only have their admission deferred until the start of the summer term. Summer-born children who have not taken up their place by this date must re-apply for a place in Year 1.
 - e. If parents so wish, a child may attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age
 - f. Where the parents of a child born between 1 April and 31 August believe that their child will not be ready to start reception in September 2027 and wish to delay their child's admission to school until September 2028, they may make a request to the Trust in writing for their child to be admitted out of year group, that is, to the reception Year rather than Y1. Parents should discuss this with the school as soon as possible and are advised to make their written request for admission out of year group at the same time as making an application for admission to the school for a Reception place for September 2027 as part of the normal admissions round. The Trust will consider the request on the basis of the individual circumstances of the case and in the best interests of the child. If the out of year group admission request is

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agreed, then the application for a Reception place for September 2027 can be withdrawn and a new application would need to be made in the following year's admissions round for a place in the reception class in September 2028. There is no guarantee that a place will be available in that year group. Please note that once a child has been admitted to the school, the head teacher, in consultation with the parents, may decide that it is appropriate for the child to be educated with their normal age group. Parents do not have the right of appeal against a refusal to accept the request for admission outside the normal year group if a place has been offered in the normal year group. See also 4.4 below.

- 1.6 Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

2. How places are offered

- 2.1 Children who have an Education Health and Care Plan that names the school will be admitted to the school. These children will be admitted before any oversubscription criteria are applied.
- 2.2 In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

Category 1 All 'looked after' children (LAC) or children who were previously 'looked after' (PLAC) including those children who appear to the Trust, to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC) (see definitions).

Category 2 Children who have a sibling who will be attending the school at the time of entry.

Category 3 Children, one or more of whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made. Applicants in this category will need to ask their priest or minister to complete the relevant section of the supplementary information form.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Category 4 Children who at the time of application have their home address within the ecclesiastical parish of Turnford (to check this, a map is available in the school showing the parish boundaries or the website www.achurchnearyou.com may be consulted).

Category 5 Children of staff at Churchfield C of E Academy

Category 6 Any other children.

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- 2.3 Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be **distance from the child's home address to the school**, measured using the computerised, 'straight line', mapping system operated by the LA (with those children whose home address is nearest to the school receiving the highest priority). The school uses Hertfordshire County Council's 'straight line' distance measurement in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.
- 2.4 When there is a need for a tie-break where two addresses are the same distance from the school, in the case of a block of flats for instance, the lower door number will be deemed nearest to the school. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered on the HCC admissions database has an individual random number assigned against each preference school and this will be used to allocate the place, with the lowest random number given priority.
- 2.5 The Trust cooperates with the LA to ensure children are admitted under the Fair Access Protocol (FAP) and will be prioritised above those on the Continuing Interest list. FAP Children will also be admitted above the PAN if necessary. Parents of children who are entitled to be considered under the Fair Access Protocol may also make an in-year application to the school
- 2.6 The Diocese of St Albans Multi Academy Trust, as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated a place but the other twin/multiple birth child(ren) have applied but not been allocated a place, if necessary over PAN and/or as a permitted exception to the infant class size rule.

3. Definitions

3.1 **Category 1 Children looked after.**

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

Previously looked after children are children who were looked after but ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order immediately following being looked after.

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

Children adopted from state care outside of England will be prioritised under this rule if the child's previously looked after status and adoption is confirmed by Hertfordshire's "Virtual School".

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A child is in “state care” if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

3.2 **Category 2 Sibling**

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently* in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

*A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement. If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling’s address will be verified by the school.

3.3 **Category 3 “Christian Church”**

The Trust defines a ‘Christian’ Church to be one which is a member of Churches Together in England or the Evangelical Alliance.

3.4 **Category 4 “Home Address”**

The address provided on the application form must be the child’s current permanent address at the time of application

- “At the time of application” means the closing date for applications
- “Permanent” means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months **and** the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

It is for the Trust (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child’s living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

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Addresses will be verified as necessary with Hertfordshire County Council's Shared Anti-Fraud Service.

Applications made as part of the main Reception admissions round and in-year admission applications are processed by Hertfordshire County Council ("HCC") on behalf of the Trust, in accordance with HCC's published coordinated admission schemes.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If HCC receives two different applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.

For the main Reception admission round, if the initial differing applications (one or both) were received by HCC "on-time", an amended joint application will also be considered "on-time" if received before 1st February 2027 (the late deadline). If the amended joint application is received after 1st February 2027, it will be treated as "late".

3.5 Category 5 "Children of staff"

Children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. Staff members can obtain a list of roles for which the Trust has determined there to be a demonstrable skill shortage by emailing jhoughton@stalbandsmat.co.uk

Unsuccessful applications and in-year applications

4.1 Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents wishing to appeal who applied through Hertfordshire's online system should log into their online application and click on the link 'register an appeal'. Out of county residents and paper applicants should call the Customer Service centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link 'log into the appeals system'.

4.2 Continuing interest (waiting) lists

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list on behalf of the Trust. A child's position on a CI list will be determined by the oversubscription criteria outlined above and the list will be re-ranked each time a new name is added to the list, so a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group

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until the summer term (date to be specified and confirmed to parents at the time of application). To remain on the CI (waiting) list after this time parents must confirm they are still interested in a place by completing an In Year application form.

4.3 In year applications

The school is part of Hertfordshire County Council's co-ordinated in-year admissions scheme. Applications for an in-year place should be made direct to Hertfordshire County Council via their website www.hertfordshire.gov.uk/admissions or parents can contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents applying under Category 3 should also complete the school's Supplementary Information Form and return this to the school. The county council will write to you with the outcome of your in-year application and, if you have been unsuccessful, will include registration details to enable you to log-in and appeal online at www.hertfordshire.gov.uk/schoolappeals.

4.4 Applications for admission out of year group

Children are normally educated in their normal age group, with the curriculum differentiated as necessary to meet their needs. If however parents believe that their child should be educated in a different year group then they should, at the time of application, make a request for their child to be admitted out of year group. Requests should be made by letter addressed to the Trust (email to: jhoughton@stalbandsmat.co.uk) and enclose any evidence the parents wish the Trust to consider in support of their request. The Trust will make its decision in the best interests of the child, based on the individual circumstances of each case, including the view of the child's parents and of the headteacher; the child's social, academic and emotional development; where relevant, the child's medical history and the view of a medical professional; whether or not the child has previously been educated out of year group; and whether the child may naturally have fallen into a lower age group if not for being born prematurely. If the request is accepted there is no guarantee that a place will be available in the desired year group and if the request is rejected there is no right of appeal from the Trust's decision; however reasons will be given for the Trust's decision. Please see paragraph 1.5 of this policy for requests for delayed entry to Reception of summer-born children.

5. Monitoring and Review

- 5.1 The Trust Board is the admission authority for the Academy and has the responsibility for reviewing the implementation and effectiveness of this policy. The policy will be approved by the Trust Board and promoted and published throughout the Trust.
- 5.2 The policy will be reviewed annually.

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PLEASE NOTE THAT THIS FORM NEEDS TO BE COMPLETED IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM IF APPLYING UNDER CATEGORY 3. PLEASE READ THE ADMISSION POLICY BEFORE COMPLETING THIS FORM. THIS IS NOT AN APPLICATION FORM.

Churchfield C of E Academy

Cheshunt Wash, Cheshunt, Hertfordshire. EN8 0LU

Telephone : 01992 463289

SUPPLEMENTARY INFORMATION FORM RECEPTION INTAKE ACADEMIC YEAR 2027 to 2028

Full name of child:

Date of birth:

Address:

.....

Postcode Telephone no:

Email Address

Surnames / first names of parents / guardians:

If you are applying under Category 3 please complete the section below:

Name of Church and denomination:

.....

Address of Church:

Name of Clergy and Position in Church:

I CONFIRM THAT I HAVE ATTENDED A SERVICE AT THE ABOVE CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH OVER THE PAST YEAR.*

Parent / Guardian Signature: Date:

I CONFIRM THAT THE ABOVE-NAMED PARENT/GUARDIAN OF THIS CHILD HAS ATTENDED A SERVICE AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH OVER THE PAST YEAR.*

Clergy Signature: Date:

***Please see Category 3 of the admission policy for information about periods of church closure**

Signed: (parent/guardian) Date:

Name (printed:

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