



ADMISSIONS POLICY

including

SUPPLEMENTARY INFORMATION FORM

Effective from: Commencement of Academic Year 2025/2026

1. ADMISSIONS AUTHORITY

Hutton All Saints C. of E. Primary School is an Academy. The governors of this school are the Admissions Authority for all applications for places at this school and, as such, are responsible for:

- the content of this policy
- ensuring that the procedure for all admissions to the school is in strict accordance with this policy
- ensuring that all admissions appeals relating to applications for places at this school are executed in strict accordance with the Code of Practice set out by the Department for Children, Schools and Families. The governors have elected to delegate the implementation of admissions appeals to the Essex Local Authority (LA)

This policy is endorsed by the Chelmsford Diocesan Board for Education.

2. SCOPE OF DOCUMENT

Where and if, for the convenience of parents/carers and prospective parents/carers, extracts from this policy are duplicated in the school prospectus, general admissions material and other documents, the wording in this policy shall take precedence where any wording discrepancy exists.

- 2.1 This policy governs the applications process for all prospective pupils at our school without exception. It is divided into four sections:

SECTION A

Applications for a place in the Early Years Foundation Stage (EYFS) in our school effective from the commencement of the coming academic year.

SECTION B

Applications for a place in the EYFS in our school received subsequent to the application date for the September intake as defined in Section A.

SECTION C

Applications for a place in EYFS to Year 6 during the current academic year.

SECTION D

The Supplementary Information Form (SIF).

The supplementary information form for this school will only be available as part of this admissions policy and application document (see Section D) and constitutes the final pages that are detachable.

- 2.2 Please note - The reading of this policy document is considered an implicit part of the parental process of submitting a SIF.

The Governing Body/Trustee Board has given delegated authority to the Admissions Committee to make routine amendments to this policy. Any such changes will be recorded.

3. APPLICATIONS

SECTION A

Applications for a place in the EYFS in our School effective from the commencement of the Academic Year 2025/26

The school follows Essex County Council's scheme for the coordination of pupils' admission to Primary School on the following basis:

- 3.1 Children who are offered a place in the EYFS will be admitted in the September during the academic year in which they are five years old.
Parents/Carers 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 that school year. Parents/Carers may also request that their child attends part-time until the child reaches compulsory school age. Parents/Carers 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.
- 3.2 Parents/Carers of a summer born child may choose not to send that child to school until the September 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. They may request that they are admitted out of their normal age group – to reception rather than year 1.

As the Admission authority for this school, applications for children out of the normal age group will be considered by the Governing Body/Trustee Board and any relevant professionals when the LA, under co-ordination, request the school to consider such applications. In all cases supporting evidence should be provided.

It is strongly recommended that any parent/carer considering such an application should read the document produced by the Department of Education, "Advice on the admission of summer born children"

- 3.3 Places will be offered without reference to ability or aptitude;

The number intended to admit into EYFS each autumn term will be 30.

Children with an Education and Health Care Plan specifying Hutton All Saints' Church of England School will be offered a place if it is deemed that the school can meet the child's individual needs.

The following criteria will then be strictly applied, in the order set out below, to decide which children will be offered a place.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is in the care of a local authority in the exercise of their social service functions (see the definition in Section 22(1) of the Children Act 1989).
2. Where a child has any brothers or sisters at the school at the time of application.
3. Baptised children whose parents/carers are regular worshippers at All Saints' / St. Peter's church. (In this context we mean regular to be at least monthly for at least a year.)
4. 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.
5. Children whose parents/carers are regular worshippers at another Christian Church and whose applications are supported by the appropriate church authority. (In this context we mean regular to be at least monthly for at least a year.) Where the parent/carers are regular worshippers in the Church of England in another parish, the child **must** be baptised.
6. Proximity of the child's home. Distances are calculated in accordance with the Local Authority's published process, set out in the Primary Education in Essex booklet, available to view on the website www.essex.gov.uk/admissions.

For the purposes of this criterion, the address measured will be that given on the SIF (Supplementary Information Form) and must be the applicant's place of residence on the application date. The SIF can be found on our school website.

In the event of a tie in any category, the place will be awarded to the child living nearest to the school.

- 3.4 Parents/Carers of prospective pupils to this school may visit by appointment.
- 3.5 Copies of the SIF for each September's intake will be posted to parents/carers who have placed Hutton All Saints' as one of their preferences on the ECC's admission form, unless we have already received a completed SIF from them. The document will be sent to the address shown on the register.
- 3.6 If any parent/carer who has completed the common admissions form has not received and returned the SIF to the school by the date set by ECC, it is their responsibility to bring this to the attention of the school.
- 3.7 On the strict basis as set out above, the Governing Body/Trustee Board will offer a number of places not exceeding the published admission number stated above for the following September's EYFS intake. Only information given on the SIF and supplementary documents from the clergy will be considered during this process. Applicants will be notified formally by Essex County Council in April.
- 3.8 Parents/Carers so notified will also be informed that;
 - if they so wish, their child's name can be placed on a waiting list for at least a term pending any subsequent vacancy for the following September. If a vacancy subsequently arises the offer to fill it will be in strict accordance with the criteria stated above.
 - appeals against the refusal of a place will be heard by an independent appeals committee. Parents/carers wishing to appeal should do so in writing within 14 days of receiving the decision of the governors/Trustees to The Clerk to the Independent Appeals Panel, County Hall, P.O Box 11 Chelmsford, CM1 1LX

SECTION B

Applications for a place in the EYFS in our school received subsequent to the application date for the September intake as defined in Section A.

Applications submitted to E.C.C. after the closing date, which in view of the L.A. could have been completed on time, will be accepted but treated as late applications. Late applications will only be considered after all on time applications have been considered and the initial allocation of places has been made (April). The waiting list will be administered strictly by E.C.C

SECTION C

Admission arrangements for a place in the EYFS outside the normal admissions round and applications for a place in EYFS to year 6 during the current academic year.

- 3.9 Parents/Carers expressing a wish for their child to be considered for a place in the school during the academic year in progress may apply for the school at any time. A mid-year primary application form from ECC needs to be completed, as the LA co-ordinates mid-year applications. A SIF will also need to be completed. A copy of this document can be obtained from the school website or office. Where there is a vacancy, a place will be offered. The local authority will notify applicants of outcomes.
- 3.10 In the event of the year group being full, ECC will inform parents/carers in writing that their application has been unsuccessful and advise them of their right of statutory appeal.
- 3.11 The school does not hold waiting lists. Parents/carers are advised to contact the school office on a regular basis for information on any available places.
- 3.12 The year group for each year is deemed full if the numbers on roll for that year group meet or exceed 30.
- 3.13 The offer of a place will be provisional until:
the school receives from the parent(s)/carer(s) written acceptance of this offer and
the school receives from the parent(s)/carer(s) a fully completed enrolment form
the child has been registered and taken up the place.

4. **CONDITIONS RELATING TO ALL APPLICATIONS IN SECTIONS A, B AND C ABOVE**

The admissions authority has the right to withdraw an offer of a place to any applicant who is found to have knowingly submitted false or misleading information on the S.I.F.

5. **ADMISSIONS APPEALS**

As the admissions authority the Governing Body/Trustee Board is responsible for ensuring that the appeals process is implemented in strict adherence to the prevailing issue of the DFE's Code of Practice for School Admission Appeals.

GDPR

We collect and use personal data in order to meet legal requirements and public interests set out in the GDPR and UK law. For full details please visit our Privacy notices available on our school website: www.huttonallsaints.co.uk

GLOSSARY

Admission Authority

For Academies, this body is the Academy Trust delegated to the Governing Body/Trustee Board.

Admission Arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

Admission Number (or Published Admission Number – (PAN)

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

Christian Churches

Christian Church means any Church which is designated under the Ecumenical Relations Measure nationally by the Archbishop of Canterbury and York or locally by the Diocesan Bishop, or is a member of Churches Together in England (CTE), or the Evangelical Alliance of Partner Church of Affinity.

Common Application Form (CAF)

The form parents/carers complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents/carers must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents/carers to express a higher number of preferences if they wish.

Co-ordination/Co-ordinated Scheme

The process by which local authorities' co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents/carers, provided they notify their local authority of each application and its outcome.

Determination Year

The academic year immediately proceeding the offer year. This is the academic year in which admission authorities determine their admission arrangements.

Education Health Care Plan

An EHC plan is a legal document outlining a child's special educational, health, and social care needs.

First Preference First

Oversubscription criterion that giving priority to children according to the order of other schools named as a preference by their parents/carers, or only considering applications stated as a first preference.

Governing Bodies/Trustee Board

School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

Home Local Authority (LA.) – Essex County Council

A child's home local authority is the local authority in whose area the child resides.

Local Government Ombudsman

An independent, impartial and free service that investigates complaints about maladministration of certain public bodies.

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, child arrangements, or special guardianship order. A looked after child is a child who is in the care of a local authority in the exercise of their social service functions (see the definition in Section 22(1) of the Children Act 1989).

In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

National Offer Day

The day each year on which local authorities are required to send the offer of a school place to all parents/carers in their area. This will be on a locally determined date set out in the Primary Education in Essex booklet.

Normal Admissions Round

The period during which parents/carers are invited to express a minimum of three preferences for a place at any state-funded school in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus, and subsequent offers made to parents/carers on National Offer Day as defined in the Primary Education in Essex booklet.

Offer Year

The academic year immediately proceeding the academic year in which pupils are to be admitted to schools under the admission arrangements in question. This is the academic year in which the offers of school places are communicated.

Oversubscription

Where a school has a higher number of applicants than the school's published admission number.

Oversubscription Criteria

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

Previously Looked After Children

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, fostered (or became subject to a residence order or special guardianship order).

Reception Class

An entry class to primary schools providing education suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

Relevant Age Group

The age group to which children are normally admitted. Each relevant age group must have admission arrangements including an admission number.

Schools Adjudicator

A statutory office-holder who is appointed by the Secretary of State for Education, but is independent. The Adjudicator decides on objections to published admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools.

School Office Hours

8:30 a.m. to 3:30 p.m. excluding 12:30 a.m. to 1.15 p.m. on any day that the school is open to pupils for education.

Siblings

A sibling is a child who has a brother, sister, step-brother or step-sister living in the family unit in the same family household and address.

Summer Born Children

Summer born children are children born from 1st April to the 31st August.

SIF-Supplementary Information Form

The supplementary information form for this school will only be available as part of the admissions policy and application document.

Twice Excluded Pupils

A child who has been permanently excluded from two or more schools.

Waiting Lists

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.

Hutton All Saints' C. of E. Primary School 2025-26

SUPPLEMENTARY INFORMATION FORM (S.I.F.)



To be completed in conjunction with the reading of the School's Admission Policy

Please use **BLOCK CAPITALS**

THIS SIF MUST BE COMPLETED AND ALL THE REQUIRED DOCUMENTS IN PART 4 RETURNED TO THE SCHOOL IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED.

Part 1 – About your child -

Surname		Christian Name	
Middle Name(s)		Chosen Name	
Date of Birth		Gender	M / F
Address			
Post Code		Home Tel. No.	
Siblings currently at this school		Please give names and present class	

Part 2 – About you -

Details of parents/carers (A parent/carer is a person who has responsibility for the child (within the meaning of the Children's Act 1989) or is legally liable to maintain him/her.	Mother	
	Mobile No.	
	Email	
	Father	
	Mobile No.	
	Email	
	Carer	

Part 3 – About your family worship –

If you are applying for a church place you must have your incumbent sign this application below, for your place to be considered.

Please give details of the principal place of worship attended by you and your child. If you wish endorsement from the incumbent(s) or principal minister(s) of more than one place of worship please supply additional details on a separate sheet of paper.

Place of worship		
Name, address and tel. no. of incumbent/principal minister		
How long have you been involved in the life of this church? (please tick one only)	• 1 year or more • less than a year	
How often do you usually attend?	• Once a week • Monthly • Less than monthly	

Previous church details if resident in this area for less than a year.	
Has the child who is the subject of this application been baptised? Date of Baptism: _____ Church: _____	• yes • no
Other relevant information	

Unendorsed forms will not be considered for a church place (see para. 3)

I certify that the information given above is correct.

Name of child: _____

Name of incumbent: _____

Name of Church _____

Signature of incumbent: _____ **Date:** _____

- Your child must be registered at the school in the **SAME SURNAME** as appears on his/her birth certificate.
- Please enclose a photocopy of your child's birth certificate and baptism certificate (if appropriate) with this form together with a council tax bill and one recent utility bill.

Part 4 – about this S.I.F. –

I/We understand that this is not a common application form but a supplementary information form for a place at Hutton All Saints' C of E Primary School only.

I/We have read a copy of the school's current ADMISSIONS POLICY.

The reading of this policy document is considered an implicit part of the parental process of submitting a SIF. This policy document can be found at www.huttonallsaints.co.uk.

I/We understand that all offers of a place at Hutton All Saints' C. of E. Primary School will be made only in strict accordance with the provisions in this policy.

I/We understand that for all churches it is our responsibility to ask the relevant clergy to sign the endorsement below.

I/We enclose a photocopy of my/our child's birth certificate.

I/We enclose a photocopy of my/our child's baptism certificate (if appropriate).

I/We enclose a current Council Tax bill and a recent utility bill.

Signed _____ **Date** _____

PLEASE RETURN THIS FORM TO SCHOOL AS SOON AS POSSIBLE

GDPR

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