



Admissions Policy

The Chorus Schools Federation
(St. Giles', St. Andrew's & Wethersfield
C of E Primary Schools)

Approved by:	Mrs. Jinnie Nichols
Last reviewed on:	December 2025
Next review due:	December 2026



The Chorus Schools' Christian Vision

'Do everything in Love'

1 Corinthians 16:14

Our Christian vision is to "Do everything in Love" (1 Corinthians 16:14) where the apostle Paul explains the nature of love as patient, kind, always protects and always perseveres. Love never fails. This means that we are committed to caring for ourselves, for one another, and for our world.

To "Do everything in Love" means to let love guide our thoughts, actions and words so that all can thrive. God's call to live a life marked by love is a consistent message found throughout Scriptures. This is the golden thread that weaves through our work and is exemplified by our values – Love, Respect, Trust and Forgiveness - with our Chorus Schools Federation and beyond.

Aims

This policy aims to:

- Explain **how to apply** for a place at either of our schools
- Sets out our **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Regulations
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

For more information, including application deadline dates, please see:

If you live in Essex:

www.essex.gov.uk/Education-schools/Schools/Admissions/Pages/Applications.aspx

If you live in Suffolk:

www.suffolk.gov.uk/education-and-careers/schools-and-support-in-education/applying-for-a-school-place

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Requests should be made directly to the Executive Headteacher.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Executive Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed below. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Allocation of places

Admission number

The Chorus Schools Federation has the following agreed admission numbers:

St. Giles': 15 pupils for entry in reception.

St. Andrew's: 15 pupils for entry in reception.

Wethersfield: 12 pupils for entry in reception.

Oversubscription criteria

There is no guarantee of a place for children living in the priority admission area.

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event of oversubscription at either school, places will be allocated using the following criteria in the order given:

- Looked after children and previously looked after children who apply for a place at the school;
- Children with a sibling at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school at the admission date;
- Children living in the priority admission area;
- Remaining applications.

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

Exceptional medical circumstances (supported by medical evidence) may override the above (other than looked after children and previously looked after children).

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Mid-Year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group that you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

If you are looking to transfer from one school to another during the school year then please initially contact the relevant school office. The office manager will arrange a school tour with the Executive Headteacher or Deputy Executive Headteacher. Then if you like to apply for a place, you will be directed to the Admissions procedure at the relevant local authority.

Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Board.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.