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# **Admissions policy and arrangements for September 2024 to August 2025**

Chalfont St Peter CofE Academy

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### **1. INTRODUCTION**

Chalfont St Peter Church of England Academy provides an inclusive, supportive and caring environment, shaped by Christian values, in which children can flourish and be inspired to achieve throughout the whole of life. In short;

We are a community that is supportive, prepared and  together we achieve life in its fullness.

As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on equal opportunities.

### **2. ADMISSION ARRANGEMENTS TO YEAR 3 IN SEPTEMBER 2024**

Parents (see Note 1) wishing to apply for a Year 3 place in September 2024 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2024. Applications received after this date will normally only be considered after all those received on or before the cut-off date.

Offers and refusals of places will be posted by the home LA on 17 April 2024. There are 90 places available (the published admission number or PAN) in Year 3 in September 2024.

### **3. OVERSUBSCRIPTION CRITERIA**

Any child with an Education Health Care Plan (EHCP) naming Chalfont St Peter Church of England Academy will be admitted, Where possible, such children will be admitted within the PAN.

Where the school is oversubscribed, after the admission of pupil with an EHCP naming Chalfont St Peter CoE Academy, priority for admission will be given to children in the following order:

| RANKING | CRITERIA   | SUPPORTING NOTE |
|---------|--|-----------------|
| 0       | Children with an Education, Health Care Plan naming Chalfont St Peter Church of England Academy                        | n/a             |
| 1       | Looked-after children and previously looked after children   | 2               |
| 2       | Families living in catchment who have exceptional medical or social needs  | 3               |
| 3       | Children living in catchment, with a CSPA sibling on roll *  | 4 + 5           |
| 4       | Children living in catchment, with no CSPA sibling on roll *   | 4               |
| 5       | Children living out of catchment, with a sibling on roll *   | 5               |
| 6       | Families living out of catchment, who worship at the parish churches of Chalfont St Peter                              | 6               |
| 7       | Families living out of catchment, who worship at other churches within the ecclesiastical parish of Chalfont St Peter. | 7               |
| 8       | Other children   | n/a             |

\*by 'on roll' we mean on the roll of the school at the time of application, or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

Proximity of the child's home, as measured by the straight line distance (see Note 8) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1-8 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The random allocation procedure will follow that set out by the LA for maintained schools and will be conducted in the presence of a person independent of the school.

#### 4. IN YEAR ADMISSIONS

**OVERVIEW:** Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 90 places.

For all in-year applications or for applications for entry at the beginning of years other than Year 3, an application form is required and this can be obtained from the Academy and the LA.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-8 above), a place will be offered.

**PROCESS:** In-year admissions or admissions at the beginning of school years other than Year 3 will only be considered by the school up to half a term in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

## 5. ADMISSION OUTSIDE OF NORMAL YEAR GROUP

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

## 6. WAITING LISTS

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for oversubscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

## 7. MULTIPLE BIRTHS

Multiple births In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 90 for Year 3 in 2023/24 or the number of places (90) in other year groups.

## 8. FAIR ACCESS

The school participates in ABC LA's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

## 9. APPEALS

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

## 10. ADMISSIONS IN SEPTEMBER 2022

The school received 95 applications expressing a preference for admission to Year 3 in 2022 by the closing date in January 2022. These were ranked as follows under the previous oversubscription criteria:

| CRITERION   | NUMBER OF PLACES OFFERED |
|-------------|--------------------------|
| ECHP        | 1                        |
| Criterion 1 | 0                        |
| Criterion 2 | 1                        |
| Criterion 3 | 0                        |
| Criterion 4 | 17                       |

|             |    |
|-------------|----|
| Criterion 5 | 42 |
| Criterion 6 | 3  |
| Criterion 7 | 0  |
| Criterion 8 | 31 |

90 places were offered, with the cut-off coming under criterion 8 at a distance of 4.7 miles.

## 11. FURTHER INFORMATION

For further information, please contact:

### THE ACADEMY

The Secretary (Admissions)  
Chalfont St Peter Church of England Academy  
Penn Road  
Chalfont St Peter  
Bucks  
SL9 9SS  
Telephone: 01753 883982  
office@cspacademy.org.uk  
[www.cspacademy.org.uk](http://www.cspacademy.org.uk)  
[www.buckinghamshire.gov.uk/admissions/contact](http://www.buckinghamshire.gov.uk/admissions/contact)

### THE LA

Admissions & Transport Team  
Children's Services  
Buckinghamshire Council  
Walton Street Offices  
Walton Street  
HP20 1UA  
Telephone: 01296 395000  
buckinghamshire.gov.uk/admissions

## 12. NOTES

**Note 1:** "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2:** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**Note 3:** When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Chalfont St Peter CofE Academy School. This supporting evidence must clearly demonstrate why the

school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 4:** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgement about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit 25 book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is a resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place.

Childcare arrangements are not sufficient reason for listing another address. If parents move house after the application has been made, but before any offer of a place has been made, the school must be informed. If parents are moving, we will ask for evidence of the move, when considering any application for a place. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof. There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is

accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

**Note 5:** By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

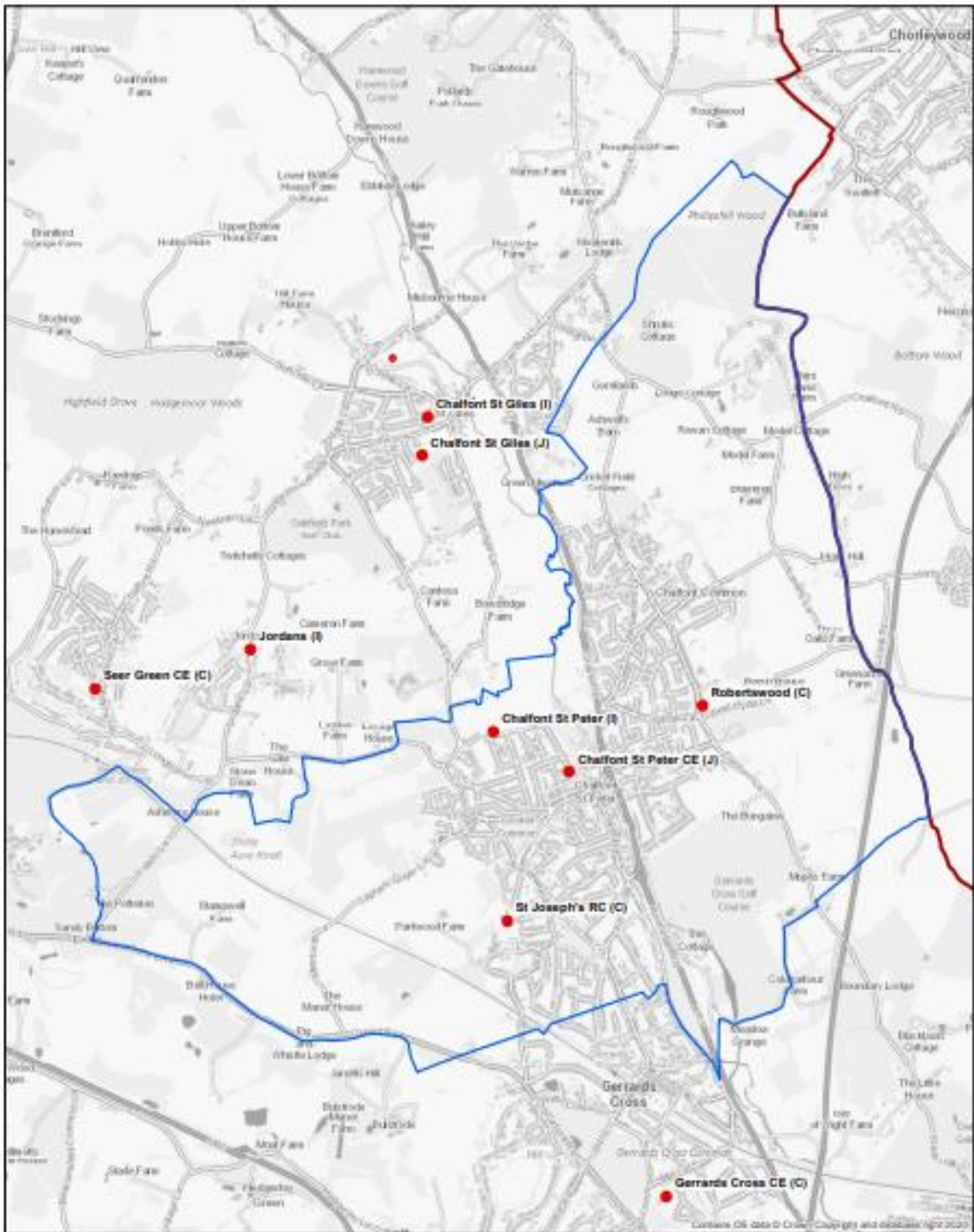
**Note 6:** Children living out of catchment, with a parent who regularly worships at the parish churches of Chalfont St Peter. The Governing Body asks the parent to complete a Supplementary Church Affiliation Form, available from the school, confirming that he/she is a regular worshipper, and to pass the form to the vicar, priest, minister or similar leader to confirm the statement made. Where a parent has not worshipped at the parish churches of Chalfont St Peter for the minimum three year period, but has worshipped regularly at an Anglican Church elsewhere prior to that, the Governors will take this into account provided supplementary information forms are completed for both churches.

**Note 7:** Children living out of catchment, with a parent who regularly worships at other churches within the ecclesiastical parish of Chalfont St Peter. The Governing Body asks the parent to complete a Supplementary Church Affiliation Form, available from the school, confirming that he/she is a regular worshipper, and to pass the form to the vicar, priest, minister or similar leader to confirm the statement made. Where a parent has not worshipped at another church within the ecclesiastical parish of Chalfont St Peter for the minimum three year period, but has worshipped regularly elsewhere, the Governors will take this into account provided supplementary information forms are completed for both churches.

**Note 8:** The straight line distance used to determine proximity of the home to the school will be measured by the Local Authority's Geographical Information System.



# CATCHMENT MAP



Catchment Area for Chalfont St Peter CE Academy

- Primary School
- Catchment Area
- Buckinghamshire



This map is prepared from Ordnance Survey data with the permission of Ordnance Survey on behalf of the Controller of the Map. It is not to be used for navigation or any other purpose without the permission of the Controller of the Map.

Produced by School Management Support Team  
Business Intelligence and Insight, September 2022

