



CHRIST CHURCH PRIMARY SCHOOL, HAMPSTEAD **Admissions Policy – for September 2025 admissions**

The Governors welcome visits from parents or their representatives before expressing a preference for the school. If they would like to visit they should make an appointment to meet the Head teacher who shows parents around the school each week in the Autumn term.

The Governing Body intends to admit 28 children to the Reception class in September 2025.

Applications are made by completing the Local Authority Common Application Form within the designated timeframe (available on Local Authority websites) and should be submitted to the parents' own Local Authority or via the e-admissions website.

For applications under oversubscription criteria 2, 3, 4, 6 or 7, in addition to the Local Authority form, parents should complete the school's Supplementary Information Form and return it directly to the school by the same date. Supplementary Information Forms can be obtained from the school office or downloaded from the school website.

Oversubscription criteria

If there are more applicants than places, priority is given under the school's admission criteria as follows: Applications will automatically be considered under the highest criteria for which they qualify. For applications under criteria 2, 3, 4, 6 or 7, the school's Supplementary Information Form should be completed so that the governors may consider the application fully (alongside the LA Common Application Form).

1. Looked-after children and children who were previously looked-after, but ceased to be so because, immediately after being looked-after, they became subject to an adoption, child arrangements or special guardianship order.¹
2. Children who have a sibling² in the school at the time of entry and whose parent or parents³ worship⁴ at Christ Church Parish Church.
3. Children who have a sibling² in the school at the time of entry.
4. Children whose parent or parents³ worship⁴ at Christ Church Parish Church.
5. Children who live within one mile of the school measured in a straight line (walking distance).⁵
6. Children whose parent or parents³ worship⁶ at other Anglican churches in the North Camden deanery without church schools.
7. Children whose parent or parents³ worship⁶ at other recognised Christian churches⁷.
8. Distance from the school.⁵

The admission of a child who has an Education, Health and Care Plan (EHCP) is considered under a separate process and the school will be consulted separately about its ability to meet the child's particular needs. In accordance with section 43 of the Children and Families Act 2014, the school will admit any child with an EHCP naming Christ Church School.

NOTES for oversubscription criteria:

¹ 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. An adoption order is one made under the Adoption Act 1976 (section 12) or the Adoption and Children Act 2002 (section 46). A 'child arrangements order' is one setting 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 should 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).

By 'previously looked after' we mean all previously looked after children, including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

² Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent/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.

Our admissions criteria are ordered to give priority to siblings who will be in school at the same time. The intention is to support families to attend the same school and build our school community.

If a place is offered on the basis that a sibling will be in school at the time of entry of the applicant, and the sibling subsequently leaves the school before the applicant takes up their place, Governors reserve the right to withdraw the offer of a school place. The withdrawal of an offer can be made at any point until the applicant begins to attend the school.

³ A parent is any person who has parental responsibility for or is the legal guardian of the child. It is sufficient for one parent to attend church.

⁴ 'worship' for criteria 2 and 4 means attendance at Christ Church by a parent/carer, on average twice a month for a period of not less than two years prior to the closing date for applications, as verified by the attendance register in church.

If you have moved permanently into the area during the qualification period, previously attended another Anglican church and now attend Christ Church, in addition to signing the attendance register at Christ Church you must provide a letter of reference from your former parish priest to cover any shortfall of the two-year qualification period.

The reference must clearly state:

- you attended the Anglican church on average twice a month up until your move to Christ Church
- attendance at your previous church commenced from a date not less than two years prior to the closing date for applications.

N.B. 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.

⁵ Distance will be measured in a straight line from the child's home address (including flats) to the centre of the school, using the Local Authority's computerised Geographical Information System, with those living closer to the school receiving higher priority.

⁶ 'worship' for churches defined in criteria 6 and 7 means attendance by a parent/carer, on average twice a month for a period of not less than two years prior to the closing date for applications, as verified by a letter of reference from the priest/minister.

N.B. 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.

⁷By 'recognised Christian churches' we mean those that belong to or are members of Churches Together in England (CTIE) or the Evangelical Alliance.

Tie-break

In the event of oversubscription in any of the above criteria, priority will be given to those living nearest to the school measured in a straight line from the child's home address (including flats) to the centre of the school, using the Local Authority's computerised Geographical Information System. If the distance measurements for two applicants are exactly the same, random allocation will be used.

Multiple births

The governors will not automatically offer a place to the other sibling(s) where the 28th and last place offered is to one child of a multiple birth (twins, triplets etc).

Waiting list

Unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the criteria set out above and not in the order that applications are received or added to the list. Please note that applications will be re-ranked at each point when a place becomes available and that positions on the list may change as new applications are received and ranked or as applications subsequently qualify for a different criterion.

Requests for deferred entry to Reception

Places offered for Reception class are offered for full-time places from the September following the child's fourth birthday. Full-time entry in September is the school's preference for all children.

Parents can request that the date their child is admitted to the school is deferred until later in the academic year, but not beyond the point at which the child reaches compulsory school age (the term after their fifth birthday):

- Children whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2025/26, but no later than the term after the child's fifth birthday (compulsory school age).
- Children whose fifth birthday falls between 1 April 2026 and 31 August 2026 can start no later than the beginning of the final term of the school year 2025/26.

Requests for Part-time attendance

Parents can request that their child attends part-time until they reach compulsory school age.

Requests for admission out of the normal age group

In some circumstances, it may be appropriate for parents to request that their child be admitted to a class outside their normal age group. E.g. parents of children whose fifth birthday falls between 1 April 2026 and 31 August 2026, may wish for them to be admitted in September 2026: parents should discuss this with the school at the earliest possible stage.

Requests must be made in writing to the Governors' Admissions Committee following this discussion with the school. The committee will make the decision based on the circumstances of each case and in the best interests of the child. This will include taking account of the parents' views, the head teacher's 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, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The committee's decision and explanation will be given in writing to parents.

Requests for deferred entry to Year 1

Parents may decide not to apply for a Reception place in the school but to apply to start in Year 1 in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025/26 Reception Year group.

In-year admissions and admissions for year groups other than Reception

Applications for in-year admission or admission to other year groups require the Christ Church School Supplementary Information Form to be completed and returned to the school. This form can be obtained from the school office or downloaded from the school website.

If a place is available and there is no waiting list, the school will offer a place.

If more applications are received than there are places available, they will be ranked in accordance with the relevant oversubscription criteria for that cohort.

If a place cannot be offered at this time, then the family will be informed by the school and will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the relevant oversubscription criteria and not in the order in which applications are received. Please note that applications will be re-ranked at each point when a place becomes available and that positions on the list may change as new applications are received and ranked or as applications subsequently qualify for a different criterion. The school will contact those families on the waiting list annually to ask if they wish to remain on the list; if no reply is received at this time names will be removed from the list.

If a place becomes available it will be offered to the highest-ranked application on the waiting list at that time.