



# Bentley St Paul's C of E Primary School

Ashwells Road, Pilgrims Hatch, Brentwood, Essex, CM15 9SE Tel: 01277 372295 Email:

[admin@bentley-st-pauls.essex.sch.uk](mailto:admin@bentley-st-pauls.essex.sch.uk) School website: [www.bentley-stpauls.co.uk](http://www.bentley-stpauls.co.uk)

**A member of the Mid Essex Anglican Academy Trust**

Head Teacher: Mrs L Putt BA QTS (Hons) NPQH

## **Bentley St Paul's Church of England Primary School** **Admission Arrangements (2027/28)**

This Arrangement should be read in conjunction with the Mid Essex Anglican Academy Trust Admissions Policy and Essential Information for Parents (which is appended to this document).

The number of places for children to be admitted in the following September will be determined by the Governors and published at least 12 months prior to the closing date for applications. There will be 30 places offered for the academic year 2027/2028.

Applications must be made by the Statutory Closing Date of 15<sup>th</sup> January, as published in the Primary Education in Essex Booklet.

All admissions are made through the local authority. This means that parents need only complete one application form that is submitted to the local authority planning and admissions office.

Places will be offered on the basis of the following criteria in order of priority to children:

1. Looked after children and previously looked after children and previously looked after from outside England
2. Children who will have older siblings already in the school, in the term that the child starts.
3. Children of staff in the following circumstances: (a) where a 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; or (b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
4. Children whose parent(s)/legal guardians *regularly worship in* any of the three Anglican churches that make up the Benefice of St Paul's Bentley Common, St Nicholas' Kelvedon Hatch and St Thomas' Navestock.
5. Children whose parent(s)/legal guardians *regularly worship in any* of those Anglican churches that share a common boundary with any of the above named 3 parishes.
6. Children whose parent(s)/legal guardians *regularly worship in* any other Anglican Churches, or are members of the congregation and on the roll (however defined) of other Christian churches which subscribe to the doctrine of the Holy Trinity. '*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 or a partner church of Affinity.*'

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*The term 'regularly worship' means the parent(s)/legal guardian have attended at least twice monthly for at least one year prior to the application.*

7. Children who are eligible for pupil premium whose parent(s)/legal guardians live within the Benefice of St Paul's Bentley Common, St Nicholas' Kelvedon Hatch and St Thomas' Navestock.  
Original documentary evidence of eligibility must be shown to the school office by 15<sup>th</sup> January, please see below for examples.
8. Children living closest to the school measured by straight-line distance from home to school, those living closest being accorded the highest priority.

In the event of over-subscription, applicants who meet the minimum attendance criteria will be ranked in order by the length of time they have regularly attended the church with priority for longer duration. In the event of a tie in Category 4 or over subscription within all other categories, priority will be determined by applying the criterion of straight line distance from home to school with those living closest being given highest priority. Straight line distances will be calculated by Essex County Council as defined in the Primary Education in Essex booklet.

## **Midyear Applications**

Midyear applications are coordinated by the school, parents can make a midyear application by filling in the form on the school website; <https://bentley-st-pauls-cofe.secure-primariesite.net/admissions/> and emailing it to [admin@bentley-st-pauls.essex.sch.uk](mailto:admin@bentley-st-pauls.essex.sch.uk)

In the event of more than one applicant for an available midyear space the place will be allocated according to the above criteria, in which case a SIF form will need to be completed.

If no place is available, a request can be made to Register an Interest. This will then be held for the duration of the term, if a space becomes available during that time the above criteria will be applied if there is more than one applicant. You will need to register an interest each term.

All forms and information for this can be found on the school website: <https://bentley-st-pauls-cofe.secure-primariesite.net/admissions/>

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## **ESSENTIAL INFORMATION FOR PARENTS**

**The Local Board will treat all admission applications in the strictest confidence and politely request that parents also respect this confidentiality. Information will be held in compliance with the relevant legislation.**

Parents wishing their child to attend Bentley St Paul's Church of England Primary School should apply in accordance with the coordinated admissions scheme operated by the child's home Local Authority (LA). Parents of children resident in Essex should apply to:

Essex County Council  
School Planning and Admissions  
PO Box 4261  
County Hall  
Chelmsford  
CM1 1GS

Website: <https://www.essex.gov.uk/schools-and-learning/schools/admissions/primary-school-places>

Parents who wish their applications to be considered by the Governors under criteria 4, 5 and 6 of the Bentley St Paul's Church of England Primary Admissions Arrangements should return a Supplementary Information Form (SIF). The SIF can be downloaded from the Bentley St Paul's Church of England Primary School website ([www.bentley-stpauls.co.uk](http://www.bentley-stpauls.co.uk)) or a hard copy can be obtained from the school. The SIF will not give any details of the rank order of parental preferences. If a SIF has not been returned by the closing date by 15th January in the year of admission, this will be taken to indicate that the parents have no supplementary information they wish to be considered.

*A note to parents: Completion of the SIF alone does not constitute making an application for the school - parents must complete the appropriate LA form in order to apply for a place at the school.*

**When completing the Supplementary Information Form (SIF), written confirmation will be required from clergy/ministers/church leaders.**

### **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, residence or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2012. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989). Looked

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after and previously looked after includes children 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 adoption.

## **Children of Staff:**

Priority is given to all members of permanent staff who have worked for two or more years, or have been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. Children can be the staff member's child or their partner's child with whom the staff member cohabits on a permanent or regular basis.

## **Children with an Education, Health and Care Plan:**

Children with statements of special educational needs or an Education, Health and Care Plan (EHCP) that name the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order.

## **Evidence of eligibility under criteria 7:**

Income Support, Income-Based Jobseekers Allowance, Support under part VI of the Immigration & Asylum Act 1999, Child Tax Credit – provided there is no entitlement to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed £16,190 (subject to parliamentary change), Guaranteed element of State Pension Credit, Income-Related Employment & Support Allowance, Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

## **Age of Admission:**

Bentley St Paul's CE Primary School's arrangements is that children born on and between 1 September 2022 and 31 August 2023 would normally commence primary school in Reception in the academic year beginning in September 2027.

As required by law, all Essex infant and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent 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.

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Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term 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. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted. The admissions committee will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

## **Home address**

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 4 February 2026. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address and proof of address and residence arrangement will be required with the application. The child must be living with the relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

## **Distance tie breaker**

For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described above. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical

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distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by member of the governing board, who is not a parent governor and not involved in admissions, with the exception of twins, triplets etc.

## **Address checking**

Where residency is relevant to an application for a school place, the LA will ask a random sample of applicants to provide proof of their home address. This must be a copy of one of the following:

- UK driving licence;
- council tax notification;
- two utility bills dated within the last 6 months (gas, electricity, water or landline phone)

Where there is reasonable doubt as to the validity of a home address, the LA reserves the right to take additional checking measures including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the LA may withdraw the place offered.

## **Admission of children from overseas**

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in Essex but is not living in it, perhaps because they are working abroad at the time of application but they intend to take up residency at the Essex home before the start of the autumn term, the application will be processed using the Essex address. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Essex.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

## **Siblings**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings

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irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

## **Twins, Triplets etc.**

In the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining child(ren). For example if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc.) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them, then places would not normally be offered to all but the final decision will be made by the local governing board/ Academy Trust.

## **Withdrawal of an offer**

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

## **Waiting lists**

The school will hold a waiting list until 31 December 2027 and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place directly with Bentley St Paul's C of E Primary School.

## **Late Applications**

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. No application/preference received after 4th February 2027 will be treated as on time. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional. No change to the rank order of existing preferences will be accepted after the closing date except for changes of address and no such changes will be permitted after 4<sup>th</sup> February 2027 until after the first round of offers has been made on 9th April 2027. Late applications will be given a lower priority and

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will be dealt with after all on time applications in the first round of offers on 9<sup>th</sup> April 2027. Where a school is oversubscribed late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school. All late applications will be considered by the LA to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Where a school is oversubscribed late applications received after the first round of offers on 9<sup>th</sup> April 2026 will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Any new applications or change requests received after 4<sup>th</sup> February 2027 will be held and not considered until after the first round of offers on 9<sup>th</sup> April 2027.

## **Admission Outside of the 'Normal Age Group'**

Parents may seek a place at a school outside of a child's normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request must be made in writing with an application setting out clearly the reasons, with any supporting evidence from relevant professionals such as teachers or doctors. Each such case will be considered by admissions governors on an individual basis. The views of the Headteacher of the school(s) at which the place is requested will be sought. There is no guarantee that a request for a place outside of a child's normal age group will be agreed.

## **Applications made after the start of the autumn term**

On receipt of an application after the start of the autumn term the LA will contact the school in writing for the up-to-date numbers. If there are spaces in the year group an offer will be made or if not, a refusal will be sent and the right of appeal given if it was a first application for the year group. Unless there is a significant and material change in circumstances a second application received in the same academic year does not have to be determined by the LA and no second right of appeal will be given. When there are more applications, received on the same day, than the number of places available the school's admission criteria will be used to determine any offers that can be made. There is a process in place that considers parents continued interest in a place at an oversubscribed school. Details of the process will be available to parents who have applied and been refused a place after the start of the autumn term.

## **Appeals against admission decisions**

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Appeals are heard within the time frame set out in the School Admissions Appeals Code. Information about how to appeal against a refusal of a school place will be sent with the offer pack.

**Standard Admissions intake is 30.**

March 2026

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