Farnham CE(A) Primary School Admissions Policy 2025-2026

It is the policy of the Governors to admit the children of all parents who opt for their children to attend Farnham School, subject to availability of places. A number of the children come from outside the village and it is hoped that this will continue in the future.
Our Reception admission arrangements for the academic year beginning in September are:

- All children will be offered a full-time place in the September following their fourth birthday.
- Parents can request that the date their child is admitted is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for the child and not offer it to another child.
- Parents can request that their child attends part-time until the child reaches compulsory school age.

Parents wishing their child to attend Farnham School as a Reception pupil must complete an Essex Common Application Form which will have been sent to most parents and is available from any Essex primary school. The completed form must be returned to Essex County Council at the address shown on the form. The form can also be completed online at www.essexcc.gov.uk. The closing date for the applications and the allocation of places will be in line with the coordinated scheme administered by Essex County Council. Applications received after the closing date will be given a lower priority than all those received on time. The Published Admission Number (PAN) for each academic year group is 10.

In the event of over subscription, the Governors will apply the following criteria, which are listed in order of priority:-

1. 'Looked after children'*
2. Siblings of children currently attending the school, who will continue to attend in the next academic year.
3. Children living in the priority admission area of Farnham parish (Farnham, Farnham Green, Hazel End, Hassobury, Chatter End, Levels Green) and Stansted Mountfitchet (map available on request at the school).
4. Parent or child with an active affiliation** with one of the churches in the Benefice of Farnham, Birchanger and Stansted. A statement of support is needed from the Incumbent of the three parishes.
5. Parent or child with an active affiliation** with a church outside the Benefice of Farnham, Birchanger and Stansted. A statement of support is needed from the Incumbent concerned.
6. Parent or child with an active affiliation** to another Christian denomination. A statement of support is needed from the Minister of the denomination concerned.
7. Parent or child with an active affiliation** to a faith other than Christian, who want a school with an ethical faith base. A statement of support from the faith leader is required.
8. Remaining applications

* 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. A looked after child is a child who is
(a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
** Governors interpret active affiliation as attending worship on a minimum of 8 occasions annually for at least two years prior to the application.
Parents wishing to have their application considered under criteria 4,5,6 or 7 need to complete a Supplementary
Information Form (SIF) which is available from the school and must be returned to the school in line with the co- ordinated scheme administered by Essex County Council. In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship. Applications received after the closing date will be given a lower priority than all those received on time.

Overriding criteria.
In the event of over subscription in any of the above criteria, the following would be applied. The straight-line distance from the school to the home would be measured, with those living nearest having the highest priority. Distances are calculated by the Local Authority, as defined in the Primary Education in Essex booklet, by use of a Geographical Information System which accurately measures the straight line distance from the home address to the school

In line with the revised School Admissions Code, the school maintains a waiting list for two terms in each normal year of admission into Reception. Parent/carers of children on the waiting list will be contacted should a place become available during these two terms.

Please note that:
Children with a Statement of Special Educational Need which names a school are required to be admitted to that school.

Appeals

If your child is not offered a place at our school you have the right to make representations to an independent Statutory Appeal Panel. For guidance on this procedure please write to:

The Clerk of the Independent Appeal Panel, PO Box 11, Chelmsford,
CM1 1LX. Telephone Number: 01245 430447 Fax Number: 01245
430686

Register of interest for Admission
Farnham Church of England Primary School

Name of Child:
Date of Birth:
Address:
Telephone:
Parent/Guardian Name (s):
Name and Date of Birth of siblings:
If you are registering interest under the Admissions criteria 4,5,6 or 7 please complete the Supplementary Information Form that is attached.

This form is for our information only. You must complete an admissions form for Essex County Council and submit it to them by the deadline they set in the year prior to the academic year in which your child would start school. Parents will be notified by the beginning of May whether they have a place. The number to admit in a year group is 10. In the event of over-subscription, the school's admission policy will come into effect.

Supplementary Information Form (SIF)

Farnham C. of E. Primary School
Farnham, Bishop's Stortford
Hertfordshire CM23 1HR
Headteacher: Mrs T Bratley
Telephone: 01279 771339
Email: admin@farnham.essex.sch.uk
Website: www.farnham.essex.sch.uk

To be completed by Incumbent of Parish, Pastor or other faith leader

I confirm that_____has an active affiliation* to the church

Signed:_____ Date: _____

Print Name: _____

Incumbent of Parish, Pastor or other faith leader

Please note the SIF should be returned to the school address above. The Common Application Form should be returned to County – please note the SIF on its own is not an application.
*Governors interpret active affiliation as attending worship on a minimum of 8 occasions annually for at least two years prior to the application.
Parents wishing to have their application considered under criteria 4,5,6 or 7 need to complete a Supplementary Information Form (SIF) which is available from the school and must be returned to the school in line with the co- ordinated scheme administered by Essex County Council. Applications received after the closing date will be given a lower priority than all those received on time.
In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

For office use only:

Date application received in School:	Date application acknowledged: