

ADMISSIONS POLICY

HATFIELD PEVEREL INFANT AND NURSERY SCHOOL



Inspiring a Love of Learning

APPROVED BY THE GOVERNING BODY: NOVEMBER 2025

POLICY TO BE REVIEWED: NOVEMBER 2026

All processes are in-line with those agreed by Essex County Council

ADMISSION POLICY

Hatfield Peverel Infant and Nursery School
Church Road, Hatfield Peverel, Chelmsford CM3 2RP
Telephone (01245) 380220
Email: office@hatfieldpeverel.essex.sch.uk

Community (Co-educational) 2–7

DFE Number: 881-2737

Published admission number 2026/2027: 60

Number on roll: 184

Arrangements for Parents/Carers to Visit the School

Parents/carers are welcome to visit Hatfield Peverel Infant and Nursery School by arrangement with the school office when they move into the area or if they wish to attend a prospective parent tour around Hatfield Peverel Infant and Nursery School prior to deciding about their child's education.

Applications for Places

All applicants are required to complete and submit an admission form to Essex County Council (ECC) School Admissions Services. This can be completed online [Primary school places | Essex County Council](#)

The online application system has a number of benefits for parents and carers:

- you can access related information through links on the website to find out more about individual schools, such as home to school transport or inspection reports;
- when you have submitted your application, you will receive an email confirming this;
- you will be told the outcome of your online application by email on offer day if you requested this when you applied.

Admissions Procedure

Places are allocated to Hatfield Peverel Infant and Nursery School by ECC, up to the PAN, for each Year Group. There is no guarantee of a place for children living in the priority catchment area. In the event of oversubscription, places are allocated using the following criteria, in the order given:

In order of priority:

1. Looked After Children and previously Looked After Children (as defined in the Primary Education in Essex 2026/2027 booklet – link below [Primary education in Essex brochure 2026 to 2027.pdf](#))
2. Children with a sibling attending the school or partner junior school; (sibling is defined in the Primary Education in Essex 2026/2027 booklet page 17).
3. Children, whose home address is in the priority admission area – a postcode checker is available via this link. [Find a school](#) (as defined on page 15 and 16 of the Primary

Education in Essex 2026/2027 booklet).

4. 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.

Straight line distance* of the home address is used to differentiate between applications in all criteria and is calculated in accordance with the Essex Primary Schools Admissions booklet available to view on the website www.essex.gov.uk/admissions.

Timeline

Staying on track is a really important part of the process of applying for a primary school place, so here are the key dates for your diary.

10 th November 2025	Applications open (apply online at www.essex.gov.uk/admissions)
October 2025 to 15 th January 2026	Parents to read all the available information in this booklet, visit schools (if available) and make decisions on what to apply for
15 th January 2026	National closing date for applications NB: any application received after this date will normally be treated as late. You cannot apply using the online system after this date
30 th January 2026	The last date that evidence of changes of address can be accepted to be included in the first round of offers on 16 April 2026.
February 2026 to 16 th April 2026	The LA runs all the relevant processes with schools and other councils to prioritise applications and determine school offer
16 th April 2026	National offer day Essex County Council send offer notifications to Essex resident applicants
15 th May 2026	Deadline for lodging appeals to be heard before summer holidays
May 2026 to December 2026	Waiting lists maintained by the LA and vacant places allocated
June to July 2026	Appeals held

The Council sends all correspondence in 'good faith' that it will be received on time. If, for any reason, you do not receive an acknowledgement to your application, which confirms you have submitted it, please contact School Admissions at Essex County Council.

Children with an Education, Health and Care Plan

If your child already has an EHCP, they will be allocated a primary school place by the SEND Operations Team as part of the review of their EHCP starting at a primary school. Whilst you will have the opportunity to express preferences for your preferred school(s), you should do this as part of the discussions following the issue of the proposed EHCP. You must not submit an application through the main admissions process. If your child is being assessed for an EHCP, you should still apply through the normal round of admissions.

Please refer to page 28 of the Primary Education in Essex 2026/2027 booklet

Home address

Applications are normally 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 is provided.

The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident', including overnight. 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. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application will be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and formal residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Where there is an eligibility for child benefit, evidence that the adult with whom the child is 'ordinarily resident' receives the child benefit may be requested.

Arrangements, where parents/carers can leave and collect children from another relative or carer on a daily basis, are regarded as childcare arrangements, and the child is not deemed to be 'ordinarily resident' with that person.

Address Checking

Where residency is relevant to an application for a school place, the Local Authority (LA) asks 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 for current year;
- a utility bill dated within the last six 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 make additional checks 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.

Timing of Admission

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 defer the date their child is admitted to school 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 beginning of the final term of the school year for which the original application was accepted.

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.

Summer-born children 2027

If your child is summer-born (i.e. born during the period 1 April 2022 and 31 August 2022) and you want them to start in Reception in September 2027 (instead of starting in the 2026-27 academic year), this is what you will need to do:

- Send an email to admissions@essex.gov.uk stating that you want a Reception place from September 2027 and explaining why you want your child to start school from then, rather than starting in the 2026-27 academic year.
- Name up to 4 schools that you are interested in.
- You must attach an email or letter from the Headteacher of all of the schools you are applying for. The email/letter from the Head teacher must give their view on your request. If this is not provided, we will be unable to process your request.
- Attach with the email any supporting evidence.

Examples of evidence could include a letter from the current nursery, a health professional etc. You should send all of the above to us as soon as possible.

Once this has been received, for any Essex Community or VC schools, the Council will decide whether an application for the Reception admission round for September 2027 will be processed. For Foundation VA schools and Academies, the individual schools will make the decision. There are no guarantees that your request to delay your child's admission until September 2027 will be automatically agreed.

You will be notified by ECC whether an application for the schools you named in your request will be processed for Reception in September 2027.

We advise you to make any such request as soon as possible because if your request is not agreed, you will need to make an application for a place for the school year starting in September 2026, and the deadline for you to do this is 15 January 2026.

The process to be followed and further information is defined in detail in the 'Primary Education in Essex 2026/2027' booklet, please refer to pages 10-12

[Primary education in Essex brochure 2026 to 2027.pdf](#)

Mid-Year Applications

Applications for school places outside of the normal admission round, whether in-year or at the start of the school year, which is not a normal point of entry to Hatfield Peverel Infant and Nursey School, should be made to ECC, using its common application form.

[Move to a different school | Essex County Council](#)

Late Applications

All applications received after the closing date will normally be treated as late. This means your application will be dealt with after all on time applications have been processed, unless you have provided evidence that shows that the application could not reasonably

have been made on time due to exceptional circumstances. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional. All late applications will be considered by LA officers to determine whether there are exceptional circumstances. Where that is deemed to be the case, the application will be treated as 'on time'. Even if there are reasons why you could not apply on time, all applications or requests for new preferences and changes received after the published closing date will be treated as late and will be held to be considered only after the national offer day. Please refer to page 9 of the Essex County Council Primary Schools Admission booklet for further information.

[Primary education in Essex brochure 2026 to 2027.pdf](#)

Waiting Lists

After 16 April 2026, waiting lists are held for Essex schools ranked according to the admissions criteria for the individual school. These lists include all children offered a lower preference school than the waiting lists school for both on time and late applications. If you have been offered a higher preference school but decide that you want your child to be considered for one of your lower preference Essex schools, you can request for them to be added to that school's waiting list by writing to the School Admissions team to request this.

It is important to understand that your child's position on a waiting list can change, up or down, as a result of an offer of a place being made or because of new applications being received which have a higher priority against the criteria

For further information on waiting lists please see page 21 of the Primary Education in Essex 2026/2027 booklet

[Primary education in Essex brochure 2026 to 2027.pdf](#)

Appeals against admission decisions

You have the right of appeal for any school named on your application that has not offered your child a place, including schools named as a lower preference than the school offered. Appeals should be lodged within 20 school days of being refused a place. More information is available on the website and the Primary Education in Essex 2026/2027 booklet page 20

[Primary education in Essex brochure 2026 to 2027.pdf](#)

[After your school offer: Appeals | Essex County Council](#)

Transfer To Juniors

When your child reaches Year 2 you will need to apply for transfer to a Junior School. Transition between the Infant School and our Partner Junior School is not automatic and each child will have to apply through Essex County Council School Admissions for a place in the Autumn term of year 2. St Andrew's Junior School runs its own admissions being a church school. All children being admitted to Hatfield Peverel Infant and Nursery school will have a guaranteed place on application.

Pupils who transfer to St. Andrews junior school take part in a well-planned transition programme which runs during the Summer Term of the final year in the Infant School. The partnership between our two school helps to ensure continuity of learning. Before leaving the Infant School, children visit the Junior School for assemblies, playtimes and special occasions as well as meeting their new teacher, to help them gain confidence in their new environment.

Full academic records are passed to the junior school and joint planning and consultation between the Head teachers and staff supports our common aim of providing the best education context for children's learning.

Further information on St Andrew's Junior School admissions can be found on their website using the link below

[St Andrew's Junior School Hatfield Peverel - Admissions](#)

Parental Guidance

Please find below links to comprehensive resources around school admissions

[Admissions | Essex County Council](#)

[Primary education in Essex brochure 2026 to 2027.pdf](#)

[Essex county council co-ordinated scheme for infant and primary admissions 2026 to 2027](#)

[Admission arrangements for community and voluntary controlled infant, junior and primary schools in Essex 2026 to 2027](#)

Contact Information

Please contact the school office via email or telephone if you have any inquiries about admissions and applications

Telephone (01245) 380220

Email: office@hatfieldpeverel.essex.sch.uk

You can also contact Essex County School admissions team.

Telephone: 0345 603 2200

Email: admissions@essex.gov.uk