PACE Academy Trust

Chipstead Valley Primary School
Admission Policy 2027/2028

Chipstead Valley Primary School
(Part of PACE Academy Trust)

CVPS

Document Control Table			
Document Title	Chipstead Valley Primary School Admission Policy for 2027/28		
Author	Sarah Tinker		
Version number:	V7		
Date approved:	8th December 2025		
Approved by:	PACE Academy Trust Strategic Board		
Date of next review	Autumn 2026 review for Admission Policy for 2028/29		
Document History:			
Version	**Date**	**Author**	**Note of revisions**
V1	October 2019	TH	Policy updated in line with changes made by Croydon Local Authority
V2	November 2020	ST	Policy updated in line with guidance from School Admissions relating to immigration changes following UK departure from EU.
V2.1	July 2021	ST	Policy updated in line with changes to the 2021 School Admissions Code. Changes made include equal priority for 'Internationally Adopted Previously Looked After Children' (IAPLAC).
V3	October 2021	ST	Policy updated in line with changes made by Croydon Local Authority and School Admissions Code (2021)
V4	October 2022	ST	Policy checked and in line with changes made by Croydon Local Authority and School Admissions Code (2021)
V5	October 2023	ST	Policy checked and in line with School Admissions Code (2021) and Schools Appeals code (2022)
V6	October 2024	ST	Policy checked and in line with School Admissions Code (2021) and School Appeals Code (2022).
V7	October 2025	ST	Policy checked and in line with School Admissions Code (2021) and School Appeals Code (2022)

Chipstead Valley Primary School

(part of PACE Academy Trust)
Chipstead Valley Road, Coulsdon, Surrey, CR5 3BW

Tel: 01737 553 255
Email: office@chipstead.paceacademy.uk
Website: www.chipsteadvalley.com
DfE Number: 306 2057
Headteacher: Kate Duncan

Chipstead Valley Primary School participates in the Pan-London Co-ordinated Admission Scheme. Please see Croydon's Pan London Scheme on the Council website for further details regarding applications, processing, offers, late applications, post-offer and waiting lists. This document sets out the admissions policy for Chipstead Valley Primary School for entry in 2027.

The Admission Number for entry into Reception in 2027/2028 is 90.

Supplementary Information Form

A supplementary information form is not required for this school.

Nursery

We have a 63 space nursery for 2/3 and 3/4 year old children with 30 and 15 hour per week entitlement. We offer a variety of sessions to support the flexibility of working parents.

If you would like to apply for a place for your child in our nursery, please contact the school for further information. For further details, please see our separate nursery policy, available on the school website.

Admission criteria

Where the number of applications for Chipstead Valley is higher than the published admission number, the following criteria will be applied in the order set out below to decide the allocation of places:

Children with an Education, Health & Care Plan ([1]EHCP) that names this school will be admitted to the school before the admissions criteria are applied to all other applicants.

1. **Looked-after children, and previously looked-after children** (see Note 1).

2. **Siblings**: children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil (see Note 2).

3. **Exceptional Medical Needs**: pupils with serious medical reasons for needing to attend Chipstead Valley Primary School. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school will also be relevant. Supporting evidence should set out particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reasons must be verified by a GP or consultant and declared **at the time of application** if known at the time (see Note 3).

[1] An Education, Health and Care plan (EHCP) are integrated support plans for children and young people with complex special needs and disabilities. The plan gives a detailed description of the range of difficulties a child is facing and the level and type of provision required to help the child make progress and achieve positive outcomes.

4. Children of teaching staff at the school:

a) where the member of teaching staff has been directly employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
b) the member of teaching staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see Note 4)

5. Distance: priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5, Note 6 and Note 7).

Tiebreaker

In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications we will use random allocation, which will be independently verified.

Note 1

Looked-after children are defined as children in public care at the date on which the application is made, and previously looked-after children. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately after being looked after. This will also include children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (also known as internationally adopted previously looked after children (IAPLAC). If an application is made under the 'looked-after' criterion, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents.

Note 2

A sibling is defined as a brother or sister, half-brother or sister, step-brother or sister, foster-brother or sister or adopted brother or sister whose main residence is at the same address as the child for whom the school place application is being made.

Children with siblings allocated a place in Reception to start in September will be eligible for priority under the sibling criterion from 1 August each year when the local authority opens waiting lists for the new academic year.

In the case of in-year admissions, eligibility for sibling priority will apply at the time of an offer.

Note 3

Claims for priority of admission on exceptional medical grounds will not be considered if submitted after a decision on the original application has been made. The decision to prioritise children on exceptional medical grounds will be determined by the school, after considering all available evidence, including submissions from health and education professionals.

All schools have experience in dealing with children with a range of medical needs and all schools are required to make reasonable adjustments in order to do this. In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school and this could be due to the child's medical need or the medical condition of the parent or the main carer with responsibility for the child. Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

If you feel there are exceptional reasons for your child to be considered for a priority placement at Chipstead Valley, you must indicate this in the section provided in your application, giving reasons to support your case and complete the medical form, available on the school website.

All requests for priority consideration on exceptional medical grounds must be supported in writing by a doctor or consultant. It must be made clear in the professional support which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted, together with the completed medical form and supporting statement by the GP/consultant by the closing date. The Admissions team is not responsible for chasing you to submit medical evidence or for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

The School's Admission Committee will decide whether an application for a place at Chipstead Valley is to be prioritised on exceptional medical grounds, in light of the medical evidence submitted by the parent for their child to attend this particular school. Claims for priority of admission on exceptional medical grounds submitted after a decision on the original application has been made will only be considered if the documents submitted were not readily available at the time of application or if they relate to a new medical condition. Any submission made after the initial application must be supported by details of how the circumstances have changed since the original application and by further professional evidence.

Under this criterion applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places by the offer day.

If evidence is received after the closing date, it will not be considered until after places have been offered.

Note 4

Children of members of teaching staff will have priority in the oversubscription criteria if the staff member 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, and/or if the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Note 5

'Home' is defined as the address where the child normally resides: Monday to Friday as their only or principal residence. Addresses involving child-minding (professional or relatives) are excluded. There have been occasions when parents/carers have tried to use false addresses to obtain a school place. To prevent this happening, Croydon Council undertakes checks using an address verification tool called Datatank. If after these checks have taken place, School Admissions cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address. In this instance two forms of address verification will be required: a solicitor's letter confirming completion of contract or a tenancy agreement along with a recent utility bill in the applicant's name.

Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The authority should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

If the parents/carers are found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn. Should there be doubts about the address to be used parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should be living during the course of the week. The local authority would expect that the parents/ carer with whom the child is normally resident

receive the child benefit for the child. This may be used to determine the normal place of residence for the purpose of measuring the home to school distance. If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

Shared Custody: It is expected that where there is shared parental responsibility for a child, parents will agree which parent has the main responsibility before completing their application form. Where parents are separated and share custody, the parent with whom the child spends most of the school week (which will be the address where child benefit is payable) should make the application. An application can only be made from a single address and only one application can be made for each child. If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents.

The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants)

Applications from children overseas will be in accordance with relevant Immigration legislation and Home Office rules[2].

Children and families of overseas nationals entering the UK who wish to apply for a state funded school should check they have a right of abode and that the conditions of any visa otherwise permit them to access education in a state funded school.

Applications with an overseas address can only be accepted for processing when Croydon Local Authority is satisfied that there is evidence of a link to an address in its area and that the child will be resident at that address on or before the date of admission (i.e. start of September). Such evidence must include:

- Booked travel tickets and
- End of leave/notice to tenants in Croydon property or
- Start of employment contract in the Croydon area or
- End of employment contract abroad

The overseas address will apply until such time as there is evidence of a child's return to the linked address. In the event that a family does not return to the linked address provided by the start of September, Croydon Local Authority will withdraw the application submitted and any offer made.

Applications from Crown Servants

For Crown servants returning from overseas to live in the local area, the admissions authority will allocate places in accordance with relevant DFE guidance and the School Admission Code. For further information, follow the link DFE guidance - admissions of Crown servants

Note 6

[3]Distance will be measured in a straight line from the child's main home to the designated entrance(s) of the school, (main school gate), using the local authority's computerised measuring system (GIS) and

[2] Until 31 December 2020 all European Economic Area (EEA) and Swiss national children will continue to have the right under UK immigration law, to enter the country to access a school. Any EEA or Swiss national arriving in the UK by 31 December 2020 are eligible to apply to the EU settlement scheme, and where their application is successful, can continue to study in schools in England as they did prior to the UK departure from the EU. For more information, please visit https://www.gov.uk/schools-admissions

[3] Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'Find It' link on the home page will not always be identical to that of the measurement obtained using the

geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. For shared properties – eg, flats the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Note 7

Childminding arrangements cannot be taken into account when allocating a place.

Children attending the nursery class attached to the school

Attendance at our nursery does not entitle the child to automatic transfer to reception. If parents would like their child to be considered for admission to the school's reception class, they must complete the council's common application form (CAF) and name the school as one of the preferences. All applications are considered strictly in accordance with the school's admission criteria. Additionally, where priority in the admissions criteria is given to children with siblings at the school, this criterion does not include children with siblings in the nursery of the school.

Twins/triplets or other multiple births

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth. The government's School Admissions Code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number.

If you are applying for a place for more than one child as a result of multiple births, you must complete a separate form for each child.

Waiting Lists

All waiting lists are managed in accordance with paragraph 2.15 of the School Admissions Code. Children who receive an offer at a lower preference school through the normal admission process (admission to Reception) will be automatically placed on the waiting list for higher preference schools. Please note it is your responsibility to inform the local authority if you do not want your child to be on the waiting list for a higher preference school. In the event that a place becomes available at one of your higher preference schools, the place offered at your lower preference school will automatically be withdrawn.

Waiting lists for Chipstead Valley for applicants who applied as part of the main admissions rounds are held for the first term (up to 31 December) in the reception year, and thereafter applicants are required to participate in the 'in year admissions process' by completing the local authority's in-year common application form (ICAF) if they wish to remain on the waiting list for reception for the remainder of the school year.

Waiting lists for Chipstead Valley are held by Croydon School Admissions. The in-year application form can be found at https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions-primary

---

Croydon school admissions measuring tool (known as GIS) as the 'Find It' link is set up to measure to a range of council facilities and is not set up to measure for school admission purposes. It also does not give measurements to three decimal points.

In- year applications

Parents should fully complete Croydon's online in-year application form, (iCAF, available at: https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions-primary.)

Croydon Admissions considers each application and, if a vacancy exists, makes an offer to the next child on the waiting list which is strictly in accordance with the school's published admission criteria. If you are offered a place at a school through the in-year admissions process and you have also expressed a higher preference for another school or other schools, you will not be placed on the waiting list for your higher preference school/schools.

In-year waiting lists are maintained for one academic year and applicants who have been unsuccessful for their preferred school and who wish to remain on the waiting list are required to re-apply for the following academic year.

Admission of children below compulsory school age deferred entry to school

Children normally start full-time school at the beginning of the autumn term after they are four (e.g. they would join the reception class at the beginning of the 2027 autumn term, when they had their fourth birthday on or between 1st September 2026 and 31st August 2027). Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents can also take up a part-time place until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches compulsory school age the term after their fifth birthday. Therefore, if you are offered a reception class place at a school, you can opt to defer your child's start date, but they MUST start full time school following their fifth birthday by the dates given below:

- children born on or between 1 September and the end of December must start full time school by the beginning of the spring term in January
- children born from 1 January to the end of March must start full time school on 1 April
- children born from 1 April to the end of August must start school at the beginning of the autumn term in September under the co-ordinated in-year admissions process.

The school's expectation is that a child born between 1 April and 31 August should start the Reception class at the beginning of the summer term at the latest to ensure they are educated alongside their peer group.

However, parents may choose that their child does not start school until the September (beginning of the autumn term) following their fifth birthday. Parents must note, that as the reception place cannot be held open beyond the summer term, choosing this option will require parents to apply for a year one place under the coordinated in-year admissions scheme with the local authority (*please see 'in year applications'*)

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their age group. The admission authority of the school will decide whether or not the individual child's circumstances make this appropriate on educational grounds. The academy trust is the admission authority for the school.

It is the expectation of Chipstead Valley Primary School that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group should be made at the time of application (or before) and include written explanation of why this is necessary and where applicable, evidence of the

child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If a child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Head of School

Appeals

Parents whose application for a place at this school is unsuccessful may appeal to an independent appeal panel. As the law states that infant classes must be limited to a maximum of 30 children, this affects how an appeal is considered. An appeal for a reception class place can be upheld only in very limited circumstances. An appeal panel may only uphold an appeal where:

a. it finds that the admission of additional children would not breach the infant class size limit; or
b. it finds that the admissions arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
c. it decides that the decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case.

Appeals must be made in writing, setting out the reasons on which the appeal is made, and sent to the admissions appeals clerk, details of which will be on the School website, under about/admissions/appeals Appeals must be received by the date given in the letter confirming the decision not to offer a place. Parents/carers have the right to make oral representations to the appeal panel either in person or remotely by video conference.

Application Process

Chipstead Valley Primary School follows the same application process and procedure as Croydon School Admissions, details of which can be found here: https://www.croydon.gov.uk/education/schools-new/school-admissions/starting-primary-school.

Late applications

If you submit an application or change your existing preferences, or order of preferences, after the Local Authority's published closing date for admissions applications, without good reason for doing so, the whole application will be treated as late, and this may jeopardise the possibility of your child being offered a place at Chipstead Valley. Applications which are late for no good reason will not be considered in the initial allocation round but will be allocated available places after all on time preferences have been processed, or added to the school's waiting list if no places exist. The Local Authority will accept late applications within the coordinated process only if they are late for a good reason. Each case is decided on its own merits.