



# **Admissions Policy**

## **2022-23**



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- This policy is formulated in line with the requirements of 'The School Admissions' (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- The published Admission Number in 2022/23 for Reception Class will be 60.
- The school serves the local community and offers places to students regardless of ability or aptitude.
- Except where stated otherwise in this policy, all applications should be submitted online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or by post to the Essex County Council, School Admissions, FREEPOST, PO Box 4261, Chelmsford, CM1 1GS.
- The age of admission into Reception Class is 4 years.

### **Procedure for Admission of Students into Reception Class**

- (a) Admission will be by application through the co-ordinated Primary Admission Scheme, arranged by the Essex County Council Planning and Admission Department.
- (b) Essex County Council arranges the procedures to be followed each year.
- (c) Parents will be notified of allocation of places during the spring term prior to the September admission.
- (d) In the case of unsuccessful applications, parents wishing to appeal against the decision must do so by writing to the Clerk of the Independent Appeal Panel, within 20 days of the date of the letter notifying them that their application was unsuccessful.
- (e) A waiting list will be kept of unsuccessful applicants for Reception Class until at least 31 December of each school year of admission. Should any vacancies occur the criteria for admission will be applied as below.
- (f) Applications for admission to Reception Class received after the start of the new academic year should follow the same procedure for in-year applications.

### **Age 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 fulltime 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.

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 school for further details as to what this might entail.

Where parents choose to defer entry, the 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 to 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. An email or letter from the Headteacher must be sent to Essex County Council with the application. The email/letter from the Headteacher must give their view on the request for deferred entry. If this is not provided, the LA will be unable to process the request. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort must be submitted. The County Council 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.

### **Criteria for Admission**

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked after children and previously looked after children#.
2. Children with a sibling attending the school or a sibling attending Monkwick Junior School who will still be on roll at the date of admission\*.
3. Children who reside within the Priority Admission Area.
4. Children of staff; where a member of staff has been employed for two or more years at the time of the application and / or a member of staff is recruited to fill a vacancy for which there is a demonstrable skills shortage. (This should be clearly stated on the application form.)
5. Proximity of the home to school, with those living nearer being accorded the higher priority. (Straight-line distance between home and school will be used as a tie breaker with those living closest to the school having highest priority\*\*.)

Children with an Education Health Care Plan that name a specific school are required to be admitted to the school that is named.

### **Nursery Classes**

Attendance at a nursery attached to a school or a co-located children's centre, does not guarantee admission to the school. Parents of children who are attending such nursery provision need to make a formal application and submit this to the Local Authority by the statutory national closing date of 15 January 2022 if they want their child to attend the Reception class. The application will be considered against the published admission criteria for the school. There is no guarantee that a place will be offered.

### **For All In-Year Applications (\*\*\*)**

For in-year applications, an application form needs to be completed. Parents can apply on line on the mid-year application portal, or download a paper application from the Local Authority Planning and Admissions website: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). The LA will apply to the school on your behalf. A copy of the application form can be requested from:

School Planning and Admissions  
Essex County Council  
P.O. Box 4261  
Chelmsford  
Essex  
CM1 1GS  
Telephone : 0845 603 2200  
E-Mail : [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

### **Admission Appeals**

Where applicants are declined a place at the school, parents have a statutory right to appeal against the decision. They should indicate their wish to do so by writing to the Clerk of the Appeal Panel, PO Box 11, Chelmsford, CM1 1LX within 20 days of that refusal. Parents/carers may only submit one application for an academic year unless there are significant material changes of circumstances relevant to the application; appeal forms can also be obtained from the school.

Parents and prospective students are very welcome to visit the school at any time; however, this is not an offer of a placement. Please telephone the school to make an appointment.

### **Clarification of Admission Selection Criteria**

(#) The definition of a Looked After Child will be the same as the Local Authority uses:

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).

(\*) The definition of a sibling will be the same as the Local Authority uses:

For applications made in the normal admissions round, and for mid-year admissions, 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 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 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.*'

(\*\*) All straight-line distances are calculated electronically by the Local Authority using data provided by Ordnance Survey. The data plots the co-ordinates of each individual property and provides the address point between which straight-line distance is measured and reported to three decimal places.

(\*\*\*) In-year applications are applications that take place outside of the normal admissions round.