

Monkwick Infant School and Nursery Admissions Policy 2020/21



Admission to Monkwick Infant School is administered centrally and impartially by the Planning & Admissions Section of Essex County Council. Applications for places in the Reception class for the beginning of the new academic year are now made on-line through the admissions portal. Information on when and how to do this is on the Essex Council website www.essex.gov.uk/admissions

Published Admission number 2020/21

Year 2	90 children
Year 1	90 children
Reception	90 children

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children (in care of the authority);
2. Children with a sibling attending the school or Children with a sibling attending the partner Junior School.
3. Children living in priority admission area;
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 given the highest priority.

Agreement for children living in the priority admission area

At the class size limit of 30 children, if outside the normal admission round, the next nearest school with a space is not within a reasonable distance of the home address, the LA may request places above the published admission number.

Key definitions

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 a 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).

Children with statements of special educational needs.

Children with statements of special educational needs that name a school in the statement are required to be admitted to the school that is named.

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 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.

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 (22 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 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.

Priority Admission Areas

There is no guarantee of a place to children living in the priority admission area of a particular school. Details, including maps of priority admission areas are available on request from School Admissions.

Twins, triplets etc

For applications made 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 children. 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 a place would not normally be offered for all.

Waiting lists

School Admissions will hold a waiting list for this school until the first week of the autumn term, it will be then passed to the school. The school will keep a waiting list until the end of the Autumn term.

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.

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. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers. 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. Where a school is oversubscribed late applications received after the first round of offers will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

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.

Year 3 Applications

As we are an Infant School from the 2020/2021 Academic Year parents of pupils in Year 2 who wish to apply for a place at Monkwick Junior School need to make a formal application and submit this to the Local Authority by the statutory national closing date of 15th January 2020. You can apply on line on the website www.essex.gov.uk/admissions or telephoning 0845 603 2200 to request a common application form.

MidYear Applications

Applications for school places outside the normal admission round, whether in-year or at the start of the school year, which is not a normal point of entry to the school, should be made to Essex County Council using their common application form which can be found at www.essex.gov.uk/admissions.

The following procedure will apply once a place has been offered:

Contact will be made with the previous school to obtain information on any Special Educational Needs or attendance issues.

An appointment will be made with the parents/carers and headteacher to discuss the feedback from the previous School/s and any concerns and/or appropriate interventions to support the child/children will be discussed once a place in the school has been offered.

The family/carers and child/children will be given a tour of the Infant School.

Appeals against admission decisions

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer pack or may be obtained directly from the school.