



# **Admissions Policy**

## **2025-26**





## **Monkwick Infant School**

### **Admission Arrangements for 2025/2026 for entry into Reception Year**

#### **1 Making an Application**

- 1.1 The Sigma Trust 'the Trust' is the admissions authority for Monkwick Infant School, referred to as 'the Academy'. During the normal admissions round, Essex County Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should submit applications online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and put the Academy down as a preference on the common application form.
- 1.2 The local authority will manage late applications<sup>1</sup> to the Academy.

#### **2 Published Admissions Number (PAN)**

- 2.1 Monkwick Infant School has a PAN of 60 for entry into Reception Year for 2025/26. If the number of applications exceeds the PAN, the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 Attendance at a nursery attached to a school/academy or a co-located children's centre, does not guarantee admission to the school/academy. 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 2025 if they want their child to attend the Reception class. The application will be considered against the published admission criteria for the Academy. There is no guarantee that a place will be offered.
- 2.3 All children who have an EHCP that name the Academy will be provided with a place.

#### **3 Age of Admission**

- 3.1 As required by law, all Essex infant and primary schools/academies 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/academy at which a place has been offered) then they are entitled to that full-time place.
- 3.2 Parents can request that the date their child is admitted to the school/academy is deferred until later in the academic year or until the child reaches compulsory school age in the academic 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.
- 3.3 Where entry is deferred, the school/academy 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.

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<sup>1</sup> See definition at 10.1



- 3.4 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/academy for further details as to what this might entail.
- 3.5 Where parents choose to defer entry, the school/academy may reasonably expect that the child would start at the beginning of a new academic term/half term.
- 3.6 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.

#### **4 Oversubscription Criteria**

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

- 4.1 Looked after children and previously looked after children including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>
- 4.2 Children with a sibling attending the Academy or a sibling attending Monkwick Junior School who will still be on roll at the date of admission.<sup>3</sup>
- 4.3 Children who reside within the Priority Admission Area.<sup>4</sup>
- 4.4 Children of staff at Monkwick Infant School who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years' continuous employment with the Academy. Staff contracted in to provide services to the Academy do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place.
- 4.5 Any other applicants.

Within each of the above criteria, proximity of the home to Academy will be taken into consideration, with those living nearer being accorded the higher priority. (Straight-line

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<sup>2</sup> See definition at 10.2

<sup>3</sup> See definition at 10.3

<sup>4</sup> See definition at 10.4



distance between home and the Academy will be used as a tie breaker with those living closest to the Academy having highest priority.)<sup>5</sup>

## **5 In-year Applications**

- 5.1 All applications received will be considered in line with the Essex Fair Access Protocol. Please complete our application form; obtained directly from the Academy, downloading from the Academy's website: [www.monkwick-inf.essex.sch.uk](http://www.monkwick-inf.essex.sch.uk) or on request by emailing: [admin@monkwickinfant.school](mailto:admin@monkwickinfant.school). Alternatively, you may send a written request for the form to:

Monkwick Infant School  
School Road  
Colchester  
Essex  
CO2 8NN

- 5.2 In the event of multiple in-year applications and insufficient places, the oversubscription criteria will be applied. Following receipt of an in-year application, the Academy will notify the parents of the outcome of their application in writing within 15 school days.

## **6 Applying for a year group outside of chronological age group**

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

## **7 Waiting List**

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

## **8 Offering and Withdrawing Places**

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

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

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<sup>5</sup> See definition at 10.5



## 9 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

## 10 Definitions

- 10.1 Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.
- 10.2 A 'looked after child' is a child 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, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted. A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements' order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 10.3 Definition of a sibling: 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 Academy in any year group excluding the final year.' Biological siblings who attend the preferred Academy 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.
- 10.4 Details and a map of the priority admission area is illustrated on the Trust's website <https://www.sigmatrust.org.uk/governance/admissions-3/>
- 10.5 All straight-line distances are calculated electronically 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.

This policy was determined by Trustees on 25 January 2024.