

## Takeley Primary School

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Headteacher: Mrs Gill Doyle

Status: Academy 4 – 11 yrs

### Takeley Primary School Admissions Policy 2017-2018

The number intended to admit is 60 children.

Boys and girls will all be admitted in September, without reference to ability or aptitude.

#### Timing of Admission

As required by law, this school provides for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year.

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. For parents opting to take up a part time place this would be mornings only.

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.

#### Application Procedures

Essex Local Authority coordinates arrangements for Reception admissions to all primary schools within its jurisdiction. A common application form for Reception admissions is distributed in October each year by the Local Authority direct to parents of three or four year old children enabling them to apply for up to three schools in ranked preference order. Copies of the form are also available direct from the School Office and the LA. Parents should send their completed application forms to **the Local Authority** stating their preference for Takeley Primary School. Applications for admission to the School in the academic year commencing in September 2015 must be received by the LA by the closing date published by Essex County Council in the Primary Education in Essex booklet. Parents can also apply online up to the closing date at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

If there are more applications for admission than places available at the school, places will be allocated by applying the following criteria in the order set out below:

- (1) Children who are looked after by a Local Authority in England and Wales, in accordance with Section 22 of the Children Act 1989 and children who were looked after and ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002.**
- (2) Where the child has a brother or sister (sibling) or a step brother/sister living at the same address who will be on the register of the School for years R – 5 at the time of application and determination.**
- (3) Proximity of the child's home to the school, with those living nearer being accorded the higher priority. Distance to be measured by straight-line method from the**

**residence to the school. The home address is considered to be the address at which the child resides on a permanent basis.**

**Straight-line distances will be calculated by the LA using a computerised Geographical Information System with designated points of reference.**

**In the event of oversubscription distance will be used to distinguish between candidates who meet the criteria above.**

### **Further Information**

#### **Late Applications**

Applications received after the closing date will be handled in accordance with the co-ordinated admissions scheme operated by the LA. Details are published in the Primary Education in Essex 2016/17 booklet available from the LA.

#### **Right of Appeal**

If your child is refused a place at our School you do have a right of appeal to an independent statutory appeal committee. Your appeal should be addressed to the Clerk of the Admissions Committee, Takeley Primary School, Bennet Canfield, Little Canfield, Dunmow, Essex CM6 1YE.

#### **Waiting List**

In the event of oversubscription, the school will hold a waiting list until the end of the autumn term and continue to allocate places from this list as spaces become available. Applicants will be ranked on this list in priority order, according to the school's admission criteria. The school will maintain a waiting list and make contact with them should a vacancy arise.

#### **Distance Tie Breaker**

All straight line distances are calculated electronically by the LA, on the schools behalf, using data provided jointly by the Post office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two or more applicants with an identical distance competing for a single place at a school in order to be fair, open and honest the place will be drawn via anonymous ballot by someone independent of the academy and local authority and offered to the selected applicant.

#### **Special Educational Needs**

If a child has a statement of Special Educational Needs that names Takeley Primary as the named School then the Governing Body has a duty to admit that child to the School.

#### **Looked After Child**

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).

Reviewed on an annual basis