



Rettendon Primary School

Admissions Policy

Aims

The aims of this policy are to give clear guidance to parents and carers as to the procedures and criteria for admissions to Rettendon Primary School.

Applications

All applications to Rettendon Primary School are dealt with by Essex County Council Planning & Admissions. Detailed information as well as application forms are available on the department's website. If you wish to apply for a place at our school please contact Essex County Councils Planning and Admissions team on 0845 603 2200. The Primary School Booklet 2019/20 is available by clicking on the link.

<http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx>

Admissions to Early Years Foundation Stage

Rettendon Primary School has one intake of Reception children each year. Applications must be made via ECC Planning & Admissions. Applications for the forthcoming academic year must be made in the preceding January. Precise deadlines are published on the ECC website.

Admissions Year 1 - 6

For children in Years 1 to 6, applications may be made to ECC Planning & Admissions at any time during the year.

Parents are welcome to contact the school directly to enquire if any spaces are available. For mid-term admissions we strongly encourage parents and children to come along to the school to meet the Headteacher and walk around the site and then the quickest and easiest way to apply is online at ECC.

Admissions Criteria

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (as defined on page 14 of the Primary Education in Essex 2016/2017 booklet)
2. Children with a sibling attending the school
3. Children living in the priority admission area
4. All 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 being given the highest priority. Parents who are unsuccessful with their application may appeal and ECC Planning & Admissions will fully explain this process.

Headteacher

(Review June 2019)