

**Elmstead Primary School**



**School Admissions Policy – with effect from September 2020**

**Policy and Numbers**

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### **(a) Reception**

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, without reference to ability or aptitude.

Children are admitted as follows:

September – those children who are five between 1<sup>st</sup> September and the 31<sup>st</sup> August of the following year.

Again, as required by law, 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.

The Governors have decided that in line with Government legislation the planned admissions limit for the Key Stage 1 classes will be 30 pupils for the academic year 2020 / 2021.

Parents wishing their children to be admitted to the school from September 2020 should make an application on a common application form in accordance with Essex LA's scheme for co-ordinated admissions. These forms will be available from the LA. The closing date for the applications is in line with Essex LA's published arrangements for admissions during the coming year. Parents will also be asked to submit to the school a supplementary information form once a place has been offered by the LA, which can be obtained from the School Office.

Governors cannot guarantee a place for any child from either the catchment area or for a sibling, who is out of catchment. All applications are handled centrally by Essex County Council Planning and Admissions following their published guidelines on co-ordinated arrangements.

Educational Health Care Plan pupils whose statement names the school will be admitted irrespective of our admissions criteria.

### **(b) Over-Subscription**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- i. 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)).*
- ii. Children who live within the boundaries of the existing catchment area who have a sibling currently attending the school. (A map of this area is available from the school).
- iii. Other children living within the catchment area.
- iv. Children living outside the catchment area with a sibling attending the school.
- v. Children of members of staff who are currently employed at Elmstead Primary School at the point of application for the school place. (Parents of children applying under this criterion must inform the Admissions Officer at the school in writing of this by November 2019).
- vi. Children who attend Elmstead Nursery.
- vii. Remaining applications.

Please note, the following definition of a sibling applies to this policy:

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 and adopted 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. For mid-year applications the only variation to the definition above is the child should be attending, or has been offered a place at, the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission. Biological siblings who attend the preferred school will be treated as siblings irrespective of their place of residence.

**(c) Distances**

In allocating places, proximity of the child's home to the school, with those living nearest being accorded the highest priority will be the determining factor. Distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the distance from the home address to the school.

**(d) Summer-born Children**

Parents of a summer-born child (1 April – 31 August) who wish their child to start school in the autumn term following their fifth birthday, in the Reception year and not year 1, are advised to apply for a place at the correct time for their child's normal admission round. At the same time they should write to the Local Authority requesting admission out of the normal age range providing any supporting documentation and evidence from relevant professionals working with the child and family stating why the child should be placed outside their normal age appropriate cohort. The Local Authority will co-ordinate these applications and contact the school. If the request for admission out of normal age range is granted by the school, this does not constitute the offer of a place for the following year and a new application must be made to the Local Authority as part of that year's main admissions round. If no application for admission out of age range is made or granted during the appropriate time for the child's relevant cohort, and parents still wish their child to start school in the autumn term following their fifth birthday, an application must be made in the normal admission round for that academic year.

Again the parents should write to the Local Authority with supporting documentation and evidence. The Local Authority will co-ordinate these applications and contact the school. The school 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 a place and there is no right to an independent statutory appeal.

**Admissions Years 1 - 6**

The Governors have determined that the present admission limit for Years 1 and 2 should be 30 pupils; this is in accordance with Government Legislation. For Years 3, 4, 5 and 6 it will be 32. Any applications, to take up a place from September of the next academic year, will be dealt with after the 31<sup>st</sup> May. Waiting Lists are maintained – for all classes – for two complete terms, following any application. Mid-Year Application Forms are available online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

**Over-Subscription Years 1 - 6**

The policy set out above will be applied in the event of over-subscription to any of the year groups 1 - 6.

**Applying Online**

Parents can apply online at: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

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