



**Learning Together, Aiming High, Proud to be Ourselves**

**POLICY NAME: Admissions Policy**

**DATE ADOPTED: 19<sup>th</sup> October 2023**

**DATE GOVERNORS AGREED POLICY: 19<sup>th</sup> October 2023**

**REVIEW PERIOD: 1 year**

**REVIEW RECORD: Next review date October 2024**

## ADMISSIONS POLICY

Essex County Council's policy is that children born on and between 1 September 2019 and 31 August 2020 would normally commence primary school in Reception in the academic year beginning in **September 2024**.

As required by law, and in line with all Essex infant and primary schools, we offer a full-time place to all children from the September following their fourth birthday.

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 would entail.

If you plan to defer your child's start date until later in the school year, you must still apply at the usual time for primary or infant school places. You should also speak to the school to discuss how you would like your child to be admitted. Where parents chose to defer entry, the school would expect the child to start at the beginning of a new school term/half term.

### Admissions Procedure

Each school has a published admission number (PAN) and we are obliged to accept children up to our PAN, which in 2023-2024 has been set at 120 pupils.

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;
2. Children with a sibling attending the nursery, Infant school or the partner Junior school;
3. Children living in the 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 being given the highest priority.

### Application for Places

Information about applying is published on the Essex County Council website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and the Primary Education in Essex booklet is also available on this site. This includes further information and definitions relating to this admissions policy.

You can apply for a primary (Reception) place between 6 November 2023 and 15 January 2024.

Offers will be sent to online applicants by email on 16 April 2024.

From 16 April 2024, if you applied online, you can [log into your account](#) to see your allocation.

Find out more about what to do [after you get your school offer](#).

Approved by Governors..... Date.....