



## Great Easton CE Primary School

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Voluntary Aided - 4-11 Church School

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### Admissions Policy

There is no guarantee of a place for children living in the priority admission area of the Church of England Five Parishes, Broxted, Chickney, Tilty, Great Easton and Little Easton, thereafter known as 'The Five Parishes'.

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

1. 'Looked after' children and Children with statements of special educational needs or an education health and care plan
2. The children of permanent members of the teaching and support staff employed by Great Easton Primary School for two or more years at the time of admission, or recruited to fill a vacant post where there is a demonstrable skills shortage;
3. Children who ordinarily live within that area which corresponds to the Five Parishes, with siblings currently attending the school at the time of admission. Siblings are defined as 'each of two or more children, having one or both parents in common and living in the same household as the other children'. (Reference may be made to the map, available in the school office, which indicates the boundaries.)
4. Children who ordinarily live within that area which corresponds to the Five Parishes without siblings currently attending the school.
5. Children with siblings at the school that live outside of the area which corresponds to the Five Parishes.
6. 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. Distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the straight line distance from the home address to the school.

These criteria will also apply for mid-year admissions during the year given the school's maximum capacity.

Definitions:

### **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, child arrangement order or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2014. 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).

### **Children with statements of special educational needs or an education health and care plan**

Children with statements of special educational needs or an Education, Health and Care Plan (EHCP) that name the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order. The school will follow the accepted protocols in this regard. The school must be able to meet the child's needs as outlined in the professional reports provided with the admission request managed by the Essex Local Authority SENCAN team

### **Early Years Admissions**

Great Easton Church of England Primary School adopts Essex County Council's policy 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, Great Easton Church of England Primary 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. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Where the child has not yet reached compulsory school age parents have the right to defer entry until late in the school year until the child reaches compulsory school age. 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 also have the right for their child to attend 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.

Where parents choose to defer entry, Great Easton Church of England Primary School would reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child (1 April - 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 a normal admission round the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted. The school will take account of evidence provided by the parent and professionals and reach its decision based on what is in the best interests of the child and 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.

However, for all children we recommend a 'phase in' induction as follows:

- a) All children attend for mornings (up to and including lunchtime) only for the first full week of term. Full time from the second week of the Autumn Term.

### **Applying for a school place**

The application process is in accordance with the co-ordinated scheme for primary admissions and involves completion of the Common Application Form - either online or by paper. Offers of places will be sent in April 2024.

### **Closing date for applications**

The closing date for applications is determined and published by Essex Local Authority annually, it is 15 January 2024.

### **Home address**

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 3 February 2024. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address and proof of address and residence arrangement will be required with the application. The child must be living with the relative or carer 24 hours per day, for the majority of the week. Arrangements where parents can leave and collect children from another relative or care on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

### **Distance tie breaker**

All straight line distances are calculated electronically by the Local Authority, 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 school and local authority and offered to the selected applicant.

### **Address checking**

Where residency is relevant to an application for a school place, the school will ask a random sample of applicants to provide proof of their home address. This must be a copy of one of the following:

- UK driving licence;
- Council tax notification;
- Two utility bills dated within the last 6 months (gas, electricity, water or landline phone)

Where there is reasonable doubt as to the validity of a home address, the school reserves the right to take additional checking measures including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the school may withdraw the place offered.

### **Admission of children from overseas**

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals have restricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in Essex, but is not living in it because they are working abroad (for example) at the time of application but they intend to take up residency at the Essex home before the start of the autumn term, the application will be processed using the Essex address. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Essex.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency will be required with the application.

### **Siblings**

For applications made in the normal admission round 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 or partner school in any year group excluding the final year. Biological 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 a 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 as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

### **Priority Admission Areas**

There is no guarantee of a place to children living in the priority admission area of a particular school. Details, including maps of priority admission areas are available on request from School Admissions.

### **Twins, Triplets etc.**

For applications made in the normal admission round, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN (published admission number) as permitted by the class size rules.

### **Withdrawal of an offer**

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

### **Late Applications**

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. No application/preference received after 4<sup>th</sup> February 2024 will be treated as on time. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional - external advice will be taken. No change to the rank order of existing preferences will be accepted after the closing date except for changes of address and no such changes will be

permitted after 4<sup>th</sup> February 2024 until after the first round of offers has been made on 17<sup>th</sup> April 2024. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 17<sup>th</sup> April 2024. Where the school is oversubscribed late applications will be refused and ranked according to the admission criteria. All late applications will be considered by the school to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Where the school is oversubscribed late applications received after the first round of offers on 17<sup>th</sup> April 2024 will be refused and ranked according to the admission criteria.

## **Mid-Year or In-Year Admissions**

### **Changing primary schools**

All mid-year applications should be made directly to the school, using the mid-year application form available on our website or the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to EYFS. For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. We also have to take into account legislation around infant class sizes not exceeding 30. If a mid-year application is received during a school holiday period, we will respond within 10 school days once school reopens.

Once a place has been offered, the parents will be given 10 school days in which to confirm they wish to take up the place. If no response is received the place will be withdrawn.

The opportunity to transfer depends on places being available at the school. If approved, a place is usually made available at the start of the following term. If no places are available the application will be refused and the right of appeal will be given. A child should not be withdrawn from the current school until a place has been secured elsewhere.

### **Admission Outside of the 'Normal Age Group'**

Parents may seek a place at a school outside of a child's normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request must be made in writing with an application setting out clearly the reasons, with any supporting evidence from relevant professionals such as teachers or doctors. Each such case will be considered by the School on an individual basis - external advice may be sought. The views of the Headteacher will be sought. There is no guarantee that a request for a place outside of a child's normal age group will be agreed but the school will reach its decision based on the best interests of the child.

### **Applications made after the start of the autumn term**

On receipt of an application after the start of the autumn term the school will apply the admissions criteria in seeing if a place is available. If there are spaces in the year group an offer will be made or if not a refusal will be sent and the right of appeal given if it was a first application for the year group. Unless there is a significant and material change in circumstances a second application received in the same academic year does not have to be determined by the school and no second right of appeal will be given. When there are more applications, received on the same day, than the number of places available the school's admission criteria will be used to determine any offers that can be made.

### **Appeals against admission decisions**

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer place and can be found on our website. Notice of appeal should be sent to:

The Admissions Office, Great Easton Primary School, Snow Hill, Great Easton, Dunmow CM6 2DR.