



Elmwood Primary School

Guys Farm Road South Woodham Ferrers Essex CM3 5NB

Telephone: 01245 321301 Fax: 01245 322498

Email: admin@elmwood.essex.sch.uk

Headteacher: Mrs Helen Shaw B.Ed (Hons)

Elmwood Primary School Admissions Policy September 2018/19

Pupils will be admitted to the school, full time, at the beginning of the academic year of their fifth birthday.

The Published Number to Admit per year is 60 children.

The Planning and Admissions Service of Essex County Council administers the admission procedure on behalf of the School under co-ordinated arrangements.

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.

1. Looked After Children, as defined in Section 22 of the Children Act 1989 will be given first priority in accordance with the Education (Admission of Looked After Children)(England) regulations 2006.
2. Where the child resides within the designated priority admission area.
3. Where a child has a brother or sister currently attending the school at the time of application other than in Year 6.
4. Where there are medical grounds for admitting the child (supported by a medical certificate).
5. Proximity of the child's home to the school, with those living nearer being accorded the higher priority. For the purpose of this clause, distance will be measured in a straight line.

The school will hold a waiting list should places be unavailable at the time of application. This list will be maintained in the order of the admission criteria set out above and places will be offered as they become available. This list will be maintained for one term following the September admission round.

Appeals

Applicants not awarded a place have the right to appeal to an Independent Appeals Panel established under regulations for this purpose.



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).

Children with statements of special educational needs

Children with statements of special educational needs that name the school on the statement are required to be admitted to a school regardless of their place in the priority order.

Age of Admission / Deferring Entry into School

Elmwood Primary School's policy is that children born on and between 1 September 2011 and 31 August 2012 would normally commence primary school in Reception in the academic year beginning in September 2016.

As required by law, all Essex infant and primary schools provide 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.

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 individual school(s) for further details as to what this would entail.

Where parents choose to defer entry, a school may 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 (22 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 the normal admission round for 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 must be submitted. The County Council 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 the place and there is no right to an independent statutory appeal.



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.

Waiting lists

School Admissions will hold waiting lists for all oversubscribed schools until the end of the autumn term and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place.

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. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. 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 16 April 2016. Where a school is oversubscribed late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school. All late applications will be considered by the Local Authority 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 a school is oversubscribed late applications received after the first round of offers on 16 April 2016 will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

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 pack. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.

