



Admissions Policy

**for 2026-2027
Academic Year**

The Policy was formally adopted by the Governing Body on:
12-12-2024

Admissions policy for Academic Year 2026-2027

The academy's current published admission number (PAN) is 45.

NEW ENTRANTS

The academy provides for the full time admission of all children offered a place in the reception group from the September following their fourth birthday. Parents can request that the date their child is admitted to the academy is deferred until later in the academic year or until the child reaches the compulsory school age in the academic year. Where the entry is deferred, the academy will hold the place for that child and not offer it to another child. The parent would not be able to defer entry beyond the beginning of the term after the child's fifth birthday, (the point at which the child becomes of statutory school age), nor beyond the academic year for which the original application was accepted. Parents who wish to differ from usual academy practice are required to discuss this with the Principal.

PROCEDURE – NEW ENTRANTS

Applications must be made in accordance with the information published by the Local Authority. For children resident in Essex, this is detailed in the Primary Education in Essex booklet.

OVER SUBSCRIPTION CRITERION

When 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 and previously looked after children (as defined in the Primary Education in Essex 2026/2027 booklet).

2: Children with a sibling attending the academy, 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 academy. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. In the case of twins or triplets etc., both or all will be offered places.

3: Children of Staff (natural or adopted) who can prove they have a parent working at the academy.

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. Straight line distances are calculated by the LA as described on page 11 of the Primary Education in Essex booklet.

WAITING LIST

For any children who are not offered a place in the reception year, then a waiting list will be kept by the academy for the remainder of the first full term (until 31st December). Each child on the waiting list will be ranked in line with the above criteria and should a space become available it will be offered to the first person on the list.

LATE APPLICATIONS

Applications must be made by the national closing date published in the Primary Education in Essex booklet, which is available from the Local Authority. Late applications will be dealt with as detailed in the booklet for children resident in Essex. Children resident outside of Essex should contact their own Local Authority for guidance.

PROCEDURE FOR APPLICANTS ALREADY IN EDUCATION

If applying for a place at this academy, then a Mid-Year Application Form is available on the Academy website. If there is a space in one of the classes for the child's year group then a place will be offered by the Academy, as long as any year group does not go above the PAN for that year group. If no space is available then the Academy will advise the perspective parent directly.

Those children already in education, who are unsuccessful in their admission application, will be placed on the waiting list. If parents wish for their child to remain on the waiting list, they must inform the school **in writing** at the start of each subsequent term, within the first full week. Should they not do so, it will be assumed they no longer wish for their child to be on the waiting list and their name will be removed.

If there is more than one applicant for any available space then the applications will be ranked according to the same criteria as applies to new applicants. Where applicants are ranked the same, a tie breaker would have to be used – who has been on the waiting list the longest.

Offer letters will be sent to all successful applicants by the Academy. All offers of places are subject to acceptance of the offer being received by the academy in writing within 14 days of the date of the offer letter and the child starting within 15 school days of the acceptance being received by the academy. The academy must be kept informed of any changes in circumstances; such as change of address or contact number. If any of these conditions are not met the offer of a place will be deemed to have been withdrawn and the child will be removed from the list of applicants seeking admission.

APPEALS

The academy will establish arrangements for appeals against non-admissions, which are independent. Details of admissions and appeals arrangements are available from the Clerk to Independent Appeal Panel, at PC Box 11, Chelmsford, Essex CM1 1LX, on request. However, applicants should note that the Government's policy to limit class sizes in Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1) classes to 30 have restricted the grounds on which appeals can succeed.