



NOTLEY GREEN PRIMARY SCHOOL

(part of the CHANGE Schools Partnership Trust)

Admission Arrangements

2018/2019

Notley Green Primary School

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Admissions Policy

The Schools Planning and Admissions Department at Essex County Council allocate all intake of children wishing to join Notley Green Primary School. The application process is in accordance with the co-ordinated scheme for primary admissions and involves completion of the Common Application Form.

Applications can be made by post or online using the Essex Online Admissions Service at www.essex.gov.uk/admissions.

If you would like to come and have a look around Notley Green Primary School and meet the Headteacher/Head of School, before you make your application to Essex County Council, then please contact the school, tel: 01376 343485, to arrange an appointment.

For mid-year applications to Notley Green Primary School please contact us so that we can advise you if there is a vacancy in that year group and if you request a place we can add your child to the waiting list which we hold. Please note that applications still need to be sent to the Local Authority, Planning and Admissions in the normal way. Please see the **Scheme for the Co-ordination of Pupil Admissions to Primary, Infant and Junior Schools in the Academic Year 2018-2019**) on the Essex County Council website for more information.

Admissions for 2018/2019

There is no guarantee for a place for children living in the priority admission area*.

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

1. Looked after Children and previously looked after children (as defined in the Primary Education in Essex 2018/2019 booklet);
2. Children with a sibling attending the 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. Exceptional circumstances (supported by medical evidence) may override the above (other than Looked After Children and previously looked after children).

*A map showing the priority admission area for Notley Green Primary School is available from School Admissions, Essex County Council.

Age of Admission

The school's policy is that children born on and between 1st September 2013 and 31st August 2014 would normally commence primary school in Reception in the academic year beginning in September 2018.

As required by law, Notley Green 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 of 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 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 parent interested in taking up a part-time place initially should contact the school for further details as to what this would entail.

If a parent plans to defer their child's start date until later in the school year, they must still apply at the usual time for primary school places. They should also speak to the school to discuss how they would like their child to be admitted.

Where entry is deferred, the school will hold the place for that child and not offer it to another child.

Where parents choose to defer entry, the school reasonably expects that the child would start at the beginning of a new school term/half term.

Summer-born Children

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 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 should be submitted.

The admission authority for 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 the place and there is no right to an independent statutory appeal.

Home Address

Applications will normally be processed on the basis of the home address for the child at the time of application, with an expectation that the child will still reside there at the time of admission. Where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement should be provided. The home address is considered to be the address at which the child resides on an applications permanent basis or is 'ordinarily resident'. This is generally the address of the parent. The child must be living with the parent or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from a relative or a carer 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 with whom the child is 'ordinarily resident' receives the child benefit for the child.

Address Checking

The school will ask applicants to provide proof of their home address. This will include a copy of the following:

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

The school reserves the right to take additional checking measures including further documentation and 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.

Distance

The school uses straight line distance to prioritise its applications. This is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week will be used by the Local Authority to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at the school, the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions, with the exception of twins, triplets, etc.

Siblings

For applications made in the normal admission round, or mid-year, 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 home and address, who attends the school with an expectation that the sibling will be attending at the time of admission. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after become subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of 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 (see the definition in Section 22 of the Children Act 1989) at the time of making an application to a school.*

Children with Statements of Special Educational Needs

Children with statements of special educational needs or Education, Health and Care (EHC) Plan that names the school on the statement, are required to be admitted to a school regardless of their place in the priority order.

**A Statement of Special Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. An Education, Health and Care plan (EHC) is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special education provision required for that child.*

Waiting Lists

All unsuccessful applicants will be held on a waiting list, ranked in priority order, according to the admissions criteria for the school. This applies to both on time and late applications.

The school will hold these waiting lists until the end of the autumn term, following the term in which the application was refused.

It is to be noted that waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is possible, therefore, that a child's position on a waiting list could move down as well as up.

Appeals against Admissions Decisions

Parents have the right to appeal against admissions 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, Essex CM1 1LX within 20 days of receiving Offer Letter.