



Admissions Policy for Moulsham Infant School 2028- 2029

Adopted:	
Next Review:	



Admissions Policy 2028-2029

Published Admission Number 2028-2029: 90

There is no guarantee of a place for children simply living in the priority admission area. If the school is oversubscribed, after the admission of pupils with an Education, Health Care Plan (EHCP) where the school is named in the plan, priority for admission will be given to those children who meet the criteria set out below in the order given*:

1. **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 arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).*
2. Children with a **sibling attending the school, Moulsham Junior school or Oaklands Infants School;** *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 in any year group excluding final year.*
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.

* For applications received after the start of Year R then Looked After Children will again be given priority ahead of all other applicants.

Further information regarding the process of applying for a place can be found on the Essex admissions pages:

<http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx>



DEFINITIONS FOR ADMISSIONS POLICY

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 arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

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 year 6.

Biological and adopted 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.

Distance Tie-Breaker Measurement

For admissions purposes the LA uses data provided by Ordnance Survey to measure straight line distances. The data is used to plot the co-ordinates of each individual property (the home address) which are referred to as address points. Straight line distance 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 nights would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance being considered for a single place at a school the place will be offered to one applicant on the basis of lots



drawn by an independent professional not involved in admissions, with the exception of twins, triplets etc.

For mid-year applications straight line distances are calculated electronically by the school using Google Maps, measure distance. Straight line distance 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. In the unlikely event of two applicants with an identical distance being considered for a single place at a school the place will be offered to

one applicant on the basis of lots drawn by an independent professional not involved in admissions, with the exception of twins, triplets etc.

Children with Education and Health Care Plans (EHCP)

Children with Education and Health Care Plans (EHCP) that name a school are required to be admitted.

Admission of children outside their normal age group

Parents may request that their child is admitted outside of their normal age group. To do so please contact the school directly. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. As well as the views of the head teacher.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in our policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to.

Waiting List

After 16 April, National Offer Day, waiting lists are held for Essex Schools ranked according to the admissions criteria for the individual schools by School Admissions for all Essex oversubscribed schools until the end of August. After this date the school is required to maintain a waiting list as a minimum until the end of the Autumn term in accordance with our admissions criteria. The waiting list at Moulsham Junior School will be maintained for all year groups and will close at the end of each academic year. If you have been refused a place, but still want a place you will have to contact



Moulsham Junior School direct to put your child's name on the waiting list. It is important to understand that your child's position on the waiting list can change, up or down, as a result of an offer of a place being made or because of new applications being received which have a higher priority against the school's admission criteria. If a place becomes available, those on the waiting list will be ranked along with any other applications that have been received for a place at school (according to the school's admission criteria).

When there are more live applications, 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.

Applications for Mid -Year Admissions

Applications for mid-year places must be made directly to the school who will inform parents of the outcome. Please see the school website at: www.moulsham-jun.essex.sch.uk for further details. Mid-year applications are any application for a school place made to a year group, apart from September main round admissions to Year 3. 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. Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.

Fair Access Protocol

The school participates in the Local Authorities Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

The Right of Appeal

You have the right of appeal for any school named on your application that has not offered your child a place, including schools named as a lower preference than the school offered. Appeals should be lodged within 20 school days of being refused a place. More information is available on the website www.essex.gov.uk/admissions