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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 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 admission 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).

Children with an Education Health and Care Plans

Children with Education Health Care Plans (EHCP) that name the school on the plan are required to be admitted to a school regardless of their place in the priority order.

Siblings

For applications made in the normal admissions 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 the final year. Biological and adopted siblings who attend the preferred school or partner school in any year group excluding Year 6 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, 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. Biological siblings who attend the preferred school will be treated as siblings irrespective of their place of residence.



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Distance Measurement

All straight line distances are calculated electronically by the LA using data provided jointly by Ordnance Survey. The data is used to plot the co-ordinates of each individual property and school and provides the address points between which straight line distance is measured. Distances are reported in miles to three decimal places in the first instance. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by a member of the Academy Trust not involved in admissions, with the exception of twins, triplets etc.

Distance Measurement for Mid-Year Applications

Straight line distances are calculated electronically by the school using Google Maps, Measure distance. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by a member of the Academy Trust not involved in admissions, with the exception of twins, triplets etc.

Children of all staff currently employed by the school

- a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Age of Admission

As required by law we provide for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday. This means that you have the right to a full time place for your child.

The law does not require your child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point. 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. Where entry is deferred, we will hold the place for the 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. If you choose to defer entry, we expect that your child would start at the beginning of a new school term. Parents can also request that their child attends part-time (mornings only) until the child reaches compulsory school age.

Admission outside of the 'Normal Age Group'

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. The process to be followed is defined in detail in the 'Primary Education in Essex' booklet. 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 Admissions Authority 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. Further details are provided in

the 'Primary Education in Essex' booklet. 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.

Mid Year Admissions

Applications must be made directly to the school who will inform parents of the outcome. The school hold a waiting list; if following the outcome of the application, parents wish for their child to be placed on the waiting list they should contact the school directly to request this.

Waiting Lists

The Local Authority will hold waiting lists for all oversubscribed schools until the end of August 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. To remain on a waiting list thereafter until the end of the Autumn term an application should be made directly to the 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.