



# Admissions Policy

for 2023-2024  
Academic Year

Ratified by FGB on 23\_12\_21  
To be reviewed annually by the FGB

## **Admissions policy for Academic Year 2023-2024**

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 2022/2023 booklet).
2. Children who, at the time of consideration, can prove that they reside in the priority admission area (the parish of Flitch Green) who have a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who will be attending the school on the date of entry.
3. Children (being natural or adopted, a child of a spouse or civil partner of a member of staff at the Academy, or for whom the member of staff is legal guardian), who at the time of consideration, can prove they have a parent working at the Academy.
4. Children who, at the time of consideration, can prove that they reside in the priority admission area (the parish of Flitch Green) who do not have a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who will be attending the school on the date of entry.

5. Children, who at the time of consideration, do not reside in the priority admission area, but have a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who will be attending this school on the date of entry.
6. Remaining applications.

Please note that should there be more applicants than spaces available in each category then priority will be given to the child who lives nearest to the school. All straight-line distances are calculated electronically by the Local Authority using data proved jointly by the Post Office and 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.

### **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 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 Local Authority Mid-Year Application Form is available from School Admissions in Chelmsford. If there is a space in one of the classes for the child's year group then a place will be offered by the Local Authority, as long as any year group does not go above the PAN for that year group. If no space is available then School Admissions will secure a school place for the child at another school.

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 School Admissions. 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.