

**St Andrew's CEVC Primary School
Great Yeldham**

Admissions Policy Statement



**Reviewed by Carrie Prior, September 2017
Admissions 2018/19**

**St. Andrew's C of E (VC) Primary School
Church Road
Great Yeldham
HALSTEAD
Essex
CO9 4PT**

General Principles

- Admissions to the School will not be influenced in any way on the grounds of race, religion, gender, ability, disability or social status.
- It is recognised that the physical structure of the available accommodation dictates that the School will be organised as mixed year group classes with the Admissions Number (see below) of children in each year group.
- The Admission Number for the school is 20. The Admission Number refers to the maximum number of children who may be admitted to a year group. The Admission Number is decided following consultation with education authorities. The number relates to the assessed capacity of the school.
- Parents wishing for a place at St Andrew's should apply using the online/paper form available on the Essex County Council website. The deadline for applying for a school place in the 2018-2019 academic is **15 January 2018**.
- The responsibility for applying for a school place rests with the parents.
- Visits to the school are warmly welcomed, please contact the school office through admin@st-andrews.essex.sch.uk or 01787 237235 during school hours, for further details.

Special Educational Needs

- The School recognises fully its responsibilities to admit children with an Educational Health and Care Plan where the school is named regardless of their place in the priority order.

Admissions to Reception/Early Years

- Essex County Council's policy is that children born on and between 1 September 2013 and 31 August 2014 would normally commence primary school in Reception in the academic year beginning in September 2018.
- As required by law, St Andrew's Primary School 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 if a parent has been offered a place at St Andrew's Primary School and wants a full-time place for their child from September then they are entitled to that full-time place.

Deferring A Pupils Start Date

- 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 start of the term following their fifth birthday. Compulsory school age is reached at that point.

- Where entry is deferred we will hold the place for that child and not offer it to another child. However parents are not 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 parents interested in taking up a part-time place initially should contact us for further details as to what this would entail.
- Where parents choose to defer entry, we may reasonably expect that the child would start at the beginning of a new school term/half term.
- 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 County Council 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.

Admissions Procedure

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children
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.

Appeal Mechanism

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. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.

Waiting Lists

School Admissions will hold waiting lists for all oversubscribed schools until 31 December 2018 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. Each added child will require the list to be ranked again in line with the published oversubscription criteria. The Local Authority will not maintain waiting lists beyond the end of the first

term, however parents will have the opportunity to register their continued interest in a place.

Reviewed by C Prior **September 2017**

Shared with staff **Septmeber 2017**

Shared with Governors **Autumn term 2017**

Review date **October 2018**