

# Tolleshunt D'Arcy St. Nicholas C of E Primary Academy



## Admissions Policy

Adopted: 2021/22

Next review: 2022/23

### **PURPOSE OF THE POLICY**

To provide clear guidelines on admissions matters for parents/carers, pupils, staff and other stakeholders.

### **Our approach to admissions**

The governors welcome applications for admission to the school from parents who wish for their children to attend this Church of England Aided Primary School. Pupils will be admitted in the September of the school year in which they become 5 years of age.

The number intended to admit for the year 2021/2022 is 15.

In the event of there being more applicants than places, the following criteria will apply in priority order:

1. Looked After Children (children in public care) and all previously Looked After Children will be given priority.
2. Whether the child has a sibling attending the school at the time of the admission of the child.
3. Whether the parents of the child are resident in the civil parishes of Tolleshunt D'Arcy, Tolleshunt Knights, Tolleshunt Major, Little Totham and Goldhanger.
4. Whether the parents are worshipping members of a Church of England parish for which this is the nearest Church of England Aided School. (The frequency of attendance and level of involvement will be considered, with confirmation of this by the priest or minister.)
5. Remaining applications

### **NOTES**

Statemented pupils whose statement names Tolleshunt D'Arcy St Nicholas C of E Primary Academy will be admitted irrespective of our admissions criteria.

Previously 'Looked After Children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

When applying each of the foregoing criteria within each category, priority will be determined by straight-line distance.

All straight-line distances are calculated electronically by the LA, using data provided jointly by the Post Office and ordinance survey.

The data plots the co-ordinates of each property and provides the address point between which straight-line distance is measured and reported to three decimal places.

### **Early Years Admissions**

In line with legislation, the school will make arrangements for all children to be admitted in September full-time. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year ie the start of the term after the child's fifth birthday. Parents can also request that their child attends part-time until the child reaches compulsory school age. Parents cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the academic year for which the original application is accepted.

Applications for children out of the normal age group will be considered by the Governing Body and the relevant professionals when the LA, under co-ordination, request the school to consider such applications. In all cases supporting evidence should be provided.

The school will hold waiting lists for Reception places after the end of the first week of September and this will be held until the end of the Autumn Term.

The school will receive mid-term applications and operate a waiting list for all year groups in the event of oversubscription. A Supplementary Form will then be available for parents to complete.

For mid year applications, a mid year application form needs to be completed and returned directly to School Planning and Admissions, who will apply to the schools you list, including Tolleshunt D'Arcy St Nicholas Primary Academy, on your behalf. A copy of the application form is available from our school, or can be requested from:

School Planning and Admissions Essex County Council

PO Box 4261

Chelmsford

CM1 1GS

Tel: 0845 603 2200

Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

Alternatively, a form can be downloaded from School Planning and Admissions website:

[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

Full details of the mid year application process are provided in the mid year application form's accompanying booklet

In the case of refusal parents have a right to appeal. Parents wishing to do so should complete an Appeal Form, available from the school. Completed forms should be addressed to The Clerk to the Governors c/o the School.