

Margaretting C of E Primary School
Admissions policy 2023-24
Ratified: November 2021
Review date: November 2022



The Governors welcome applications for places for children whose parents wish them to be educated at Margaretting C of E Primary School. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Education Health and Care Plans, where Margaretting is the named school, the oversubscription criteria will be applied in the order in which they are set out below.

Definitions

Sibling

A brother or sister (that is, another child of the same parents, whether living at the same address or not), or half-brother or sister or a step-brother or sister or an adoptive or foster sibling, living as part of the same family unit at the same home address.

Child

Anyone under the age of 18.

Looked After Children Previously Looked After Children

Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Policy and number for entry into Year R

Margaretting C of E Primary School provides a 4 to 11 education. Children will be admitted at age 4 without reference to aptitude or ability. The number of intended admissions for the year commencing September 2023 will be 12.

Applying For a Place- Cohort Applications

You must make an application to the Local Authority for your child to attend Margaretting C of E Primary School. The Governors recommend that parents/carers read the current Essex Admissions Arrangements.

Oversubscription for entry in Year R

Where 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 children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Siblings on roll in September 2022.
3. Other children living within the priority admissions area.

4. Children living nearest the school as measured by the agreed by the local authority measuring system.

Home Address

The home address excludes any business, relatives or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Applicants have a responsibility to notify the school and the Essex School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending the School.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

Waiting Lists:

These are administered by the local authority.

In the event that parents/carers are offered a lower preference School Essex County Council will automatically place children on a waiting list for higher preference Schools. The child's name will automatically remain on the waiting list until the end of September unless a parent advises the School Admissions Team to remove them from the list/s.

The Essex School Admissions Team holds and maintains the waiting lists for all schools in Essex.

Essex County Council are not responsible for waiting lists for Schools located outside of Essex. Parents/carers should contact the individual School concerned or the Schools Local Authority to ask about waiting list procedures.

Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list. Waiting lists are re-ranked in accordance with the School's published admission criteria each time a child's name is added to the waiting list.

A child's position on the waiting list can move up as well as down.

In Year Admissions

For all In Year Admissions please contact admissions@lifeeducationtrust.com or call 01245 248229

Deferred entry for infants

In recognition that some parents will feel that their child is not ready to start school in the September after their child turns four, parents can request that their child attends part time until they reach statutory school age or that the date their child is admitted to school is deferred until later in the same academic year, but not beyond the start of the summer term of the academic year for which a place has been offered. In addition, parents of summer born children (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school only once they reach statutory school age. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after they turn five years old (Further information is provided below).

Admission of children outside their normal age group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made based on the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If it is agreed for the child to have a decelerated entry to Margaretting Primary school the place cannot be deferred and instead the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following year for the decelerated cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Applicants are only able to appeal once each academic year, unless there is a significant change in circumstance.

For information on how to appeal appellants should contact the school within 20 days of being notified that their application has been unsuccessful. Information on the timetable for the appeals process is on each school's website.

Admissions Advice

If you have any queries about applying for a place at Margaretting Primary School, please contact admissions@lifeeducationtrust.com or call 01245 248229 and ask to speak to Mrs Monger