

Millfields Primary School
Admission Policy for the 2019 – 2020 Academic Year



Reception

The Governors have decided that, in line with Government legislation, the school's Published Admission Number is 30 pupils for the Reception year and this will be the number of admissions for the year commencing September 2019 until August 2020.

As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday, without reference to aptitude or ability.

Children are admitted as follows:

September – those children who will be five years old between 1st September and 31st August of the following year.

Again, as required by law, 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. Where entry is deferred, the school will hold the place for that child and not offer it to another 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.

Parents can also request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

Parents wishing their children to be admitted to the school from September 2018 should make an application on a common application form in accordance with Essex CC's scheme for co-ordinated admissions. These forms will be available online or from Essex County Council. The closing date for the applications is in line with Essex County Council's published arrangements for admissions during the coming year.

Governors cannot guarantee a place for any child from either the school's priority admissions area or for a sibling who lives out of the priority admissions area. All admissions are handled centrally by Essex County Council Planning and Admissions following their published guidelines on co-ordinated arrangements.

Educational Health Care Plan pupils whose statement names the school will be admitted irrespective of our admissions criteria.

Over subscription

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*.
2. Children living in the priority admission area who have a sibling** at the school at the time of application, unless the older child is in Year 6 at that time. A map of the priority admission area is available for inspection at the school.

3. Children living in the priority admission area. A map of the priority admission area is available for inspection at the school.
4. Children living outside of the priority admission area with a sibling** at the school at the time of application and determination unless the older child is in Year 6 at that time.
5. Children living outside of the priority admission area without a sibling** at the school at the time of application and determination.

*A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. 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 (see the definition in section 22(1) of the Children Act 1989).

**The definition of 'sibling' is as defined by the Local Authority in the 'Primary Education in Essex' booklet.

In the event of over subscription within any of the above criteria, the straight-line distance between home and school will decide priority, those living closest having the highest priority. Distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the distance from the home address to the school.

Summer-born Children

The parents of a summer born child (born from 1st April to 31st August) who wish their child to start school in the autumn term following their fifth birthday in the Reception year, and not Year 1, are advised to apply for a place at the correct time for their child's normal admission round.

At the same time, they should write to Essex County Council Planning and Admissions department, requesting admission out of the normal age range and providing any supporting documentation and evidence from relevant professionals working with the child and family, stating why the child should be placed outside their normal age appropriate cohort. Planning and Admissions will co-ordinate these applications and contact the school.

If the request for admission out of normal age range is granted by the Governing Body of the school, this does not constitute the offer of a place for the following year and a new application must be made as part of that year's main admissions round.

If no application for admission out of age range is made or granted during the appropriate time for the child's relevant cohort, and parents still wish their child to start school in the autumn term following their fifth birthday, an application must be made in the normal admission round for that academic year.

Again, parents should write to the Planning and Admissions department with supporting documentation and evidence. Planning and Admissions will co-ordinate these applications and contact the school. The Governing Body of the school 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.

If the application for a Reception place is not accepted by the Governing Body of the school, this does not constitute the refusal of a place and there is no right to an independent statutory appeal.

Late applications

Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklet which is available from the Essex County Council. Late applications will be dealt

with as detailed in this booklet for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home Local Education Authority.

Admissions Years 1 - 6

The Governors have determined that the present admission limit for Years 1 and 2 should be **30 pupils**; this is in accordance with Government legislation.

For Years 3, 4, 5 and 6 it will be **32 pupils**.

Waiting List

The School will maintain a waiting list for all year groups should applications be received after a year group has reached its published admission number (PAN) of 30 in Key Stage 1 and 32 in Key Stage 2.

All applications are held on the waiting list for two complete terms. Parents are then requested to re-apply in order to maintain their place on the waiting list. Mid-Year application forms are available on-line at www.essex.gov.uk/admissions.

Over Subscription Years 1 – 6

The criteria set out above for over-subscription to Reception places will also be applied in the event of over subscription to any of the year groups 1 – 6.

Appeals

If you are refused a place at the school you have the right to appeal, to an independent panel, against that decision. Information about how to appeal will be sent with the letter refusing you a place. However, applicants should note that the Government's policy to limit class sizes in infant classes to 30 have restricted the grounds on which appeals can succeed.