



Cressing Primary School

Admissions Policy

September 2019

Date for Review	September 2020
-----------------	----------------

Admissions Arrangements

The priority admissions area served by Cressing Primary School is the Parish of Cressing.

Intake

a) Published Admissions Number (PAN)

The number of pupils to be admitted in any year group, in any academic year is 30. This is called the PAN – published admissions number.

b) New Intake

Children are admitted at the beginning of the autumn term of the year in which they will be five.

All children are admitted full-time in September, with phased entry over six weeks.

Criteria for Admission

Children will be admitted to Cressing Primary School using the following criteria (in order of priority):

There is no guarantee of a place for children living in the priority admissions area.

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. children cared for by the local authority (looked after children);
2. children living in the priority admissions area with a sibling attending the school;
3. other children living in the priority admissions area;
4. children living outside the priority admissions area with a sibling attending the school;
5. 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.

Exceptional medical circumstances (supported by medical evidence) or statements of Special Educational Need, that name the school on the statement may override the above.

Agreement for children living in the priority admission area

The LA may offer places above the published admission number (during and after the normal time of admission) in the following exceptional circumstances:

1. for infant classes at the class size limit: if the next nearest school with a space is not within a reasonable distance of the home address; or
2. for junior classes or where the admission would not breach the infant class size limit: if the journey to the next nearest school with a space is not reasonable in terms of distance, accessibility or cost.

Application Procedures

At the beginning of October the Common Application Form and unique identification code for those who wish to apply online will be sent to all parents of Essex resident eligible children registered with a GP.

The online facility also opens on this day.

Parents have the option to identify three schools in priority order.

Parents and Carers must return the Common Application form to the Planning and Admissions Department of the Local Educational Authority by the **closing date** at the beginning of December if they wish their child to be considered for admission during the forthcoming school year.

The LA will send a reminder letter in mid November to those parents who have not applied at that stage.

Places will be offered to Reception children on 1 April of the academic year. Letters are sent by first class post on this day so may be received several days later.

Appeals

Parents and carers have the freedom to choose which school they would like their children to attend. However, if the school is oversubscribed it will not be possible to offer a place. Parents have the right of appeal against the decision of the LA within the terms of the 1998 Schools Standards and Framework Act.

Parents or carers wishing to appeal must notify the LA, Planning and Admissions department, within 21 days of being refused a place.

Essex LA will continue to co-ordinate admissions and hold waiting lists for those parents unsuccessful in gaining places at any school ranked higher than the place offered until the end of the first week of the autumn term.

Late applications

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application could not reasonably have been made on time.

All late applications will be considered by an LA panel to ascertain whether exceptional circumstances for late submission exist.

Where that is deemed to be the case the application will be treated as 'on time'.

Late applications will be given a lower priority. If the school is over-subscribed late applications will be refused and ranked according to the admission criteria on a waiting list held for the school.

Where none of the preferences of a late application can be met, a place will be allocated at the nearest school with places available.

Applications other than Reception intake

On receipt of an application other than the usual reception intake, the LA will contact the school in writing for the up-to-date numbers. If there are spaces in the year group an offer will be made. If not a refusal will be sent and the right of appeal given if it was a first application for the year group or if it was a second application resulting from a significant and material change in circumstances relevant to the application.

Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Planning and Admissions Authority.

The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.