

Larchwood Primary School

Admissions Policy Academic Year 2020/21

February 2020



Accepted By	Ratified Date	Review Cycle	Review Date
Governing Board	14 February 2020	12 Months	13 February 2021

Larchwood Primary School (LPS) – Admissions Policy for the Academic Year 2020/21

Arrangements for Parents to Visit the School

Parents are welcome to visit the school when they move into the area or if they wish to see around the school prior to making a decision about their child's education by arrangement with the Headteacher. Parents of new entrants (Reception children) will be invited to meet the class teacher during the term before their child begins school.

Applications for Places

All applicants are required to complete and submit an admission form to Essex County Council (ECC) School Admissions Services. This can be completed [online](#) (first time Reception class applicants).

Our 2020/21 Published Admission Number (PAN) is 60.

Admissions Procedure

Places at the school will be allocated by ECC, up to the PAN, for each year group. There is no guarantee of a place for children living in the priority catchment area. In the event of oversubscription, places will be allocated using the following criteria and priority order:

1. Looked After Children and previously looked after children (as defined on page 15 of the [Primary Education in Essex 2020/21](#) booklet);
2. Children with a sibling attending the school; (sibling is defined on page 14 of the [Primary Education in Essex 2020/21](#) booklet).
3. Children living in the priority admission area – a Post Code checker is available via the school's website.
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, with those living closest being given the highest priority.

Straight line distance as defined on page 14 of the [Primary Education in Essex 2020/21](#) booklet will be used to differentiate between applications in all criteria.

The school recognises that some children will have only just reached their fourth birthday when they are due to start school. These Reception class children will be offered a full-time place to start in the September of the academic year in which they will be five.

The admission of pupils with a statement of Special Educational Needs is dealt with by a separate procedure. Such children will be admitted to LPS if this school is named on the statement. This is a statutory entitlement under S.324 of the Education Act 1996.

Timing of Admission

All children will be admitted full-time in the September following their fourth birthday. As required by law, all Essex infant and primary schools provide for the full-time admission of all children offered a place in Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

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, the school will hold the place for that child and not offer it to another child. The parents would, however, be unable to defer entry beyond the beginning of the term after the child's fifth birthday, or 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 the school for further details as to what this would entail.

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.

Where parents of a 'Summer-born' child (12 April – 31 August) wish 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 of their normal age appropriate cohort must be submitted. The school will decide whether the application for a Reception place is to 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, this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Mid-Year Applications

Applications for school places outside of the normal admission round, whether in-year or at the start of the school year, which is not a normal point of entry to the school, should be made to ECC using its [application form](#).

Late Applications

Applications must be made by the National Closing Date detailed at page 2 the [Primary Education in Essex 2020/21 booklet](#). Late applications from children resident in Essex will be dealt with as detailed on page 16 of this booklet.

Waiting Lists

The Local Authority (LA) will pass the Reception Waiting List to the school in the first week of the Autumn term. This waiting list will be held for the first academic year.

For mid-year applications and for higher year groups, if the school is unable to offer a place because the PAN for the year group applied for has been reached, the child's name will be automatically placed on the waiting list for that year group.

Pupils will be placed on the waiting list in strict order according to the oversubscription criteria in this Admissions Policy. The waiting lists will be held for the academic year in which the application was made.

If parents wish their child to remain on the waiting list, they must submit a mid-year application to the LA on an annual basis, in the latter part of the Summer term.

In the event of a space becoming available, the parents at the top of the list will be notified and offered the place. If the place is declined, then the next person on the list will be contacted until such time as the space is filled. The waiting list will be compiled in accordance with the oversubscription criteria as detailed in this document.

Appeals

Where parents are unsuccessful in securing a place at a preferred school, the following arrangements for an appeal as detailed in the 1980 Education Act and 1993 Education Act will apply:

Parents have the right to appeal an admissions decision to an Independent Appeal Panel. Information on how to appeal against a refusal of a school place will be sent with the offer pack from ECC. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.