



Admissions Policy Academic Year 2023/24

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Arrangements for Parents/Carers to Visit the School

Parents/carers are welcome to visit Larchwood Primary School (LPS) by arrangement with the Headteacher (HT) when they move into the area or if they wish to see around LPS prior to making a decision about their child's education. Parents/carers of new entrants (Reception children) are 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 <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Apply-Online.aspx> (first-time Reception class applicants).

The LPS Published Admission Number (PAN) for academic year 2023/2024 is 60.

Admissions Procedure

Places are allocated to LPS 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 are allocated using the following criteria, in the order given:

In order of priority:

1. Looked After Children and previously Looked After Children, including those children, who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (as defined on page 15 of the [Essex Primary School Admissions booklet](#)).
2. Children with a sibling attending the school; (sibling is defined in the [Essex Primary School Admissions booklet](#)).
3. Children, whose home address is in the priority admission area – a postcode checker is available via this [link](#).
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority is determined by straight line distance* from home to LPS, with those living closest being given the highest priority.

Straight line distance* of the home address is used to differentiate between applications in all criteria.

LPS recognises that some children will have only just reached their fourth birthday when they are due to start school. These Reception class children are 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 an Education Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are admitted to LPS if it is named in the EHCP. This is a statutory entitlement under S.43 of the Children and Families Act 2014.

Home address applications are normally processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement is provided.

The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer.

In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address and proof of address and the residence arrangement is required with the application. The child must be living with the relative or carer 24 hours per day, for the majority of the school week.

Arrangements, where parents/carers can leave and collect children from another relative or carer on a daily basis, are regarded as childcare arrangements, and the child is not deemed to be 'ordinarily resident' with that person.

In all cases, LPS expects that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

Address Checking

Where residency is relevant to an application for a school place, the Local Authority (LA) asks a random sample of applicants to provide proof of their home address.

LPS asks for proof of address for all applications that are approved and accepted by parents/carers and this needs to be provided to LPS before a child can start school.

Proof of address must be a copy of one of the following:

- UK driving licence;
- Council Tax notification for current year;
- a utility bill dated within the last six months (gas, electricity, water or landline phone).

Where there is reasonable doubt as to the validity of a home address, the LA reserves the right to make additional checks including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the LA may withdraw the place offered.

Timing of Admission

All children are 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 from the September following their fourth birthday. Therefore, if a parent/carers wants a full-time place for their child from September (at the school at which a place has been offered) they are entitled to that full-time place.

Parents/carers can request that the date that their child is admitted to LPS 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, LPS holds the place for that child and does not offer it to another child. The parent/carers is not, however, 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/carers can also request that their child attends part-time until the child reaches compulsory school age. Any parents/carers interested in taking up a part-time place initially should contact LPS for further details as to what this would entail.

Where parents/carers choose to defer entry, LPS may reasonably expect that the child would start at the beginning of a new school term/half term.

Where parents/carers of a 'summer-born' child wish their child to start school in the Autumn term following his/her 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 his/her normal age appropriate cohort, must be submitted.

LPS decides whether the application for a Reception place is accepted or whether it is 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 Admissions

Applications for school places outside of the normal admission round, whether mid-year or at the start of the school year, should be made directly to Larchwood Primary School. A mid-year admissions form can be found on our school website [here](#) or, alternatively, you can obtain the form directly from the School Office by telephoning 01277 372450. If you have any queries, please contact the School Office on admissions@larchwood.essex.sch.uk. On receipt of an application, parents will be notified of the outcome in writing within 15 school days. Where the school is dealing with multiple mid-year admissions and does not have sufficient places for every child who has applied for one, the allocation of places will be based on the oversubscription criteria mentioned above.

Late Applications

Applications must be made by the National Closing Date detailed in the Essex Primary School Admissions booklet, which is available from the LA. Late applications, for children resident in Essex, are dealt with as detailed in this booklet.

Waiting Lists

The LA passes the Reception waiting list to LPS in the first week of the Autumn term. The waiting list for Reception is held for the first academic year.

For mid-year applications and for higher year groups, if the Local School Committee (LSC) is unable to offer a place at LPS because the PAN for the Year Group applied for has been reached, the child's name is automatically placed on the waiting list for that Year Group.

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

If parents/carers wish their child to remain on the waiting list, they have to 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/carers at the top of the list are notified and offered the place. If the place is declined, the next parents/carers on the list are contacted until such time as the space is filled. The waiting list is compiled in accordance with the oversubscription criteria as detailed in this Admissions Policy.

Appeals

Where parents/carers are unsuccessful in securing a place at their preferred school, the following arrangements for an appeal, within the terms of the 1980 Education Act and 1993 Education Act, apply:

Parents/carers have the right to appeal against an admissions decision to an Independent Appeal Panel.

Information about how to appeal against a refusal of a school place are sent with the offer pack by ECC.

Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.

*Straight line distance is calculated in accordance with the Essex Primary Schools Admissions booklet available to view on the website www.essex.gov.uk/admissions.

