



Great Chesterford C. of E. Primary Academy

ADMISSIONS POLICY 2028/2029

Applications will be handled in accordance with the co-ordinated admission scheme published by Essex County Council in the Primary Education in Essex booklet. The Academy allows that children born on and between 1 September 2023 and 31 August 2024 would normally commence primary school in Reception in the academic year beginning in September 2028.

During the term prior to admission, parents and children who are offered a place at the school will be invited to the school to discuss transition arrangements.

The Published Admission Number (PAN) is 30. It is the Governing Body's policy to admit all children whose parents request a place at this school, provided that places are available within the PAN. If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked after children, including those children that were formerly looked after¹.
2. Children of staff members².
3. Children living in the catchment area and are siblings³ of pupil(s) already on the roll at the time of application and admission.
4. Children living in the catchment area.
5. Children living outside the catchment area and are siblings of pupil(s) already on the roll at the time of application and admission.
6. Children with at least one parent who is a regular worshippers (attending services at least 12 times for not less than 12 months prior to the date of application), at a local Church of England church in the parochial area of the Saffron Walden Team Ministry, or another Christian Church which is a member of Churches Together in England, or affiliated to the Evangelical Alliance, or a partner church of Affinity.⁴
7. Remaining applications ranked by order of distance from the school.

¹ "A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (i) in the care of a local authority, or (ii) 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)."

² (i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and / or (ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

³ Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

⁴ It should be noted that parents who wish to support their application with information confirming point 6 above will be required to fill in the school's Supplementary Information Form as well as the Local Authority's common admission form. The Supplementary Information Form must be confirmed by a signed statement from the local clergy. A list of the designated churches can be found here: https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf The Supplementary Information Form should be submitted to the school before the end of February. Copies of these forms can be obtained through the school.

Catchment Area

The school's priority admission area includes the village of Great and Little Chesterford, Littlebury, Littlebury Green, Catmere End and Strethall. A map is available from the school office.

Proximity to the school is on a straight-line basis with those children living nearest having the highest priority. This methodology will also be applied in the case of oversubscription in any of the above criteria. Distances are calculated by the Local Authority, as defined in the Primary Education in Essex booklet, by use of a Geographical Information System which accurately measures the distance from the child's home address to the school. Where the final place for allocation has children who are tied in a straight-line distance from the school, the names will be drawn at random by an independent member of the governing body.

Twins, triplets etc.

In the normal admission round, if the last child to be offered a place is a twin or sibling from a multiple birth, the Academy will ensure all siblings are offered a place.

In accordance with the coordinated admissions scheme operated by Essex County Council, the names of children refused a place will be maintained on a waiting list held by the County Council until the end of the first week of the autumn term. Thereafter the school will hold the waiting list until the end of the academic year. The waiting list will be ranked in line with the published oversubscription criteria.

Deferred Entry

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 and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday. Where a parent requests admissions for their child outside the normal age group, they will need to apply for a place at the correct time for the admission round for the academic year in which they wish their child to start. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort should be submitted. The Academy will decide whether the application for a place will be accepted or whether it will be treated as an application for the normal age group.

Parents have the right of appeal against any decision and should do so via Essex County Council. Appeals are heard by a panel that is independent of the school.