+ We can do everything together, loving and learning through God +

Ingrave Johnstone Church of England Primary School

Admissions Policy

(Including arrangements for in-year admissions from 1st April 2022)

Agreed by Governors:

Review Date: Autumn 2027

Reception Class admissions for September 2027

Reception Class Applications for September 2027 should be made online at essex.gov.uk/admissions.

Applications for school places outside the normal admissions round

All mid-year applications for all year groups from 1st April 2022 should be made using the mid-year application form available on our website:
www.ingravejohnstoneprimaryschool.co.uk and/or the School Office:
office@ingravejohnstone.essex.sch.uk or 01277 810218.
Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception. For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. Our current admission numbers are 30 per year group in the Infants (Years Reception-Two) and 32 (Years Three-Six).
Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.

ADMISSIONS CRITERIA FOR ALL APPLICATIONS

In the event of more applications being received than there are places available, and particularly with regard to requests from outside the area normally served by the School (as defined in 2. below), places will be allocated using the following criteria in the order given.

1 . Looked after children.

2. Children whose parents ordinarily live within that area which corresponds to the Parish of St Nicholas, Ingrave, (Reference may be made to the map, available in the school office and via the school website, which indicates the boundaries) with siblings currently at the school in years other than Year 6. Siblings are defined as 'children, who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school'. The school may require proof of relationship.

3. Children whose parents ordinarily live within that area which corresponds to the Parish of St Nicholas, Ingrave. (Reference may be made to the map, available in the school office, which indicates the boundaries.)

4. Children with siblings currently at the school in years other than Year 6.

5. Children and parent(s) who are members of the parish church of St. Nicholas, Ingrave.

Membership is defined as:

i) Parent(s) and children who are baptised,

ii) ii) Frequent worship (twice per month for at least two years),

iii) Supportive of church events and contributing to the life of the church.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period When the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

6. Children whose parent(s) are members of St. Stephen's C of E Church, Ingrave or another Anglican Church within the Brentwood Deanery

Membership is defined as:

i) Parent(s) and children who are baptised (or equivalent),

ii) ii) Frequent worship (twice per month for at least two years),

iii) Supportive of church events and contributing to the life of the church.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period When the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

7. Children whose parent(s) are members of another Christian Church (recognised by Churches Together in England) which subscribes to the doctrine of the Holy Trinity.

Membership is defined as:

i) Parent(s) and children who are baptised (or equivalent),

ii) Frequent worship (twice per month for at least two years),

iii) Supportive of church events and contributing to the life of the church.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period When the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

8. Remaining applicants on the basis of the proximity to the school based on the straight-line distance between home and school, as suggested by the LA.

If there are a number of pupils who have an equal claim to a place, the straight-line distance from home to school will be used as a simple tie-breaker.

* Children whose parents ordinarily live within that area which corresponds to the Parish of St Nicholas, Ingrave and children with siblings currently at the school in years other than Year 6 will not be required to complete a Supplementary Information Form.

Published admission number 2027 / 2028

Reception Class: 30

Year 3: 2 (Maximum number in the year group is 32)

Parents will appreciate that if a school is over-subscribed it will not always be possible for them to be offered a place in their first choice of school. The 1998 School Standards and Framework Act does, however, give parents the right to appeal against decisions of the Governors regarding admissions. Details of how to appeal are included in the pack sent to parents by the Local Authority.

The school maintains a waiting list for entry into all classes. This is initially held only for one term. If parents wish their child to remain on the waiting list once this period of time has expired, they should contact the School Office and request this.

KEY DEFINITIONS

Looked after Children

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 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2012. 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 (as defined in Section 22(1) of the Children Act 1989).

Children with statements of special educational needs

Children with statements of special educational needs that name the school on the statement are required to be admitted to a school regardless of their place in the priority order.

Parish of St Nicholas, Ingrave

This refers to the Ecclesiastical Parish Boundary of St. Nicholas Church, Ingrave, not the civic parish boundary. (Reference may be made to the map, available in the school office and via the school website, which indicates the Ecclesiastical Parish Boundary of St Nicholas Church, Ingrave.)

Age of Admission

Essex County Council's policy is that children born on and between 1 September 2022 and 31 August 2023 would normally commence primary school in Reception in the academic year beginning in September 2027.

As required by law, all Essex infant and primary schools provide for the full-time admission of all children offered a place in the 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 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. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

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.

Where a parent of a 'summer-born' child (22 April – 31 August) wishes 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 their

normal age appropriate cohort must be submitted. The County Council 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 this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Distance tie breaker

All straight-line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions.

Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

Priority Admission Areas

There is no guarantee of a place to children living in the priority admission area of a particular school. Details, including maps of priority admission areas are available on request from School Admissions.

Twins, Triplets etc.

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

Medical circumstances

Exceptional medical reasons why a child should attend a particular school will override other admission criteria (other than Looked After Children) if supported by medical evidence at the time of application but will not override the PAN. The relevant medical reasons may be in relation to either the child or one or both parents. Applicants must provide evidence from a doctor or other registered health professional setting out why the preferred school is the most suitable, and the difficulties that would be caused if the child attended and had to travel to another school.

Applications made on this basis will be considered by the admission authority in question. For Community and Voluntary Controlled schools, applications will be considered by a panel of LA Officers. The panel will decide whether the evidence provided demonstrates that the medical circumstances are exceptional and if it is appropriate for the application to override those in other admissions criteria. Under the Equality Act 2010 the general expectation is that schools will make reasonable adjustments to accommodate the needs of individual children with disabilities or medical needs. For this reason, only exceptional medical circumstances will mean that it is appropriate for a child to be admitted to a particular school.

Where a parent asks for exceptional medical circumstances to be taken into account in connection with a mid-year application those circumstances will only be considered where it is necessary to rank applications in priority order, for example, where more than one applicant for a single space has been received and one of those applicants has stated exceptional medical circumstances.

Waiting lists

If the school is oversubscribed the LA will pass the waiting list to the school at the beginning of the autumn term. The school will maintain the waiting list until the end of the autumn term and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The school will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place.

Late Applications for Reception Class September 2027

Applications received after the published closing date 15 January 2027 will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 16 April 2027. Where a school is oversubscribed late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school. All late applications will be considered by the LA 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'. Where a school is oversubscribed late applications received after the first round

of offers on 16 April 2027 will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Applications for Reception Class 2027 made after the start of the autumn term

Applications for Reception Class 2027 made after the start of the autumn term will be treated as a mid-year application and should be made using the mid-year application form available on our website:

www.ingravejohnstoneprimaryschool.co.uk and/or the School Office: office@ingravejohnstone.essex.sch.uk or 01277 810218.

If there are spaces in the year group an offer will be made or if not, a refusal will be sent and the right of appeal given if it was a first application for the year group. Unless there is a significant and material change in circumstances a second application received in the same academic year does not have to be determined by the LA and no second right of appeal will be given. When there are more applications, received on the same day, than the number of places available the school's admission criteria will be used to determine any offers that can be made. Our current admission numbers are 30 per year group in the Infants (Years Reception-Two) and 32 (Years Three-Six).
Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.

Appeals against admission decisions

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