



**Maple Grove Primary  
Admissions Policy  
2019-2020**

## **Planned Admission Number**

The admissions number for the school is 45 per year group.

## **Aims**

To give children and parents as much information about Maple Grove Primary School as possible.

To ensure children are ready and happy to start school.

To begin a partnership with parents that will be a lasting one and support the child's learning in school.

## **Admission Dates**

There will be one entry date only, in September of each year, children will be admitted in the September before their fifth birthday. \*\*\*\*\*

## **Criteria**

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

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

1. Looked After Children and previously looked after children \*
2. Children with a sibling attending the school\*\*
3. Children living in the priority admission area \*\*\*
4. Remaining applications

All children whose statement of education /EHCP names the school must be admitted.\*\*\*\*\*

No discrimination will be made on grounds of race, gender, disability, religion or special educational needs

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.

## **How to apply**

Parents and carers who live in the Essex County Council area (excluding those living in the Borough of Southend-on-Sea or Thurrock) can apply for their child's school place online using the Essex Online Admissions Service at: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). Alternatively an application form can be found on the admissions website or you can request a form by calling 0345 6032200 .

Application closing dates and timetable for primary school admissions is available on [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

## **Procedures**

Parents will be invited to a 'new intake' meeting prior to admission, and home visits are also offered. Parents are welcome to look around (with or without their child) which can be arranged by telephoning the school office to make an appointment.

No children are admitted until personal contact has been made and birth certificate and proof of residence has been seen and photocopied by the school office staff.

Parents are given a copy of the Home School Agreement and asked to complete a personal information sheet for their child.

Once the child has been admitted, parents are requested to keep in close contact with the child's teacher to ensure their child's transition is a smooth one.

If the child transfers from another school, as soon as the child starts school, the school Administration Assistant requests UPN numbers and records from the previous school.

## **Waiting List**

Children's details will be held on a waiting list for any schools of higher preference than that offered, unless parents inform School Admissions that they no longer wish to be considered for a place. Waiting lists will be maintained by the LA for all Essex schools until the end of August 2019.

## **Appeals**

If your child has not been offered a place at your preferred school(s) you have the statutory right to appeal to an independent appeal panel against the decision not to admit your child. Appeals should be lodged within 20 school days of being refused a place. More information is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

*\* 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 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with School Admissions Code 2014. 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 (see the definition in section 22(1) of the Children Act 1989).*

*\*\*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 and adopted 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.*

*\*\*\*Distance tie Breaker – for admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described above. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. 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, with the exception of twins, triplets etc.*

*\*\*\*\*Children with statements of educational needs or an Education, Health and Care Plan (EHCP) that name of the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order.*

*\*\*\*\*\*Age of Admission Essex County Council's policy is that children born on and between 1 September 2014 and 31 August 2015 would normally commence primary school in Reception in the academic year beginning in September 2019. 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 (1 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 should 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. Further 2 details are provided in the 'Primary Education in Essex' booklet. 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.*