

Langenhoe Community Primary and Pre-School



Admissions Policy

Essex County Council is the admission authority for all community schools in Essex. This means the county council sets the oversubscription criteria and makes the decision as to which pupils are admitted to our school.

Priority Admissions Area

Abberton, Langenhoe and Peldon are villages situated on the outskirts of Colchester. The priority admission area for the school is according to the defined boundaries of the villages. However due to size of the villages up to 50% of children who attend Langenhoe Community Primary and Pre-school may come from outside this area.

Admissions into Pre School

Registration forms will be sent/given to parents on request. These will indicate the number of sessions that are required for the child and the term/half term of entry, following their 3rd birthday. This information will be put on the Pre School's database. If a parent/carer completes a form more than one term in advance they will be requested to contact the school at the beginning of the term prior to the requested term of entry to ensure the number (and days) of sessions are still available.

The parent(s)/carer(s) must then indicate if they are still interested in securing a place for their child in the forthcoming term, and the sessions required. The child will only be assured a place **at this time** for those sessions that are available.

Admissions into Reception

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 September following their fourth birthday

Currently the published admission number for Reception each year is twenty two and the total capacity of the school is therefore one hundred and fifty four children not including pre-school, whose numbers vary on a daily basis.

Children who will become five during the autumn term and the first half of the spring term will be admitted in the second week of the autumn term. For children who will become five during the second half of the spring term and the summer term will start school in the third week of the autumn term.

The children will be coming into school for a full day from the outset.

To facilitate the transition between Pre-school and school children can still attend the pre-school until their start date in September.

Where a child is offered a place before they are of compulsory school age, parents have the option of deferring their child's entry until later in the same academic year. The parents also have the option of their child attending on a half day basis. For these options parents must make a request in writing to the head teacher. It is not possible to defer entry beyond the beginning of the term after the child's fifth birthday.

Application Procedures

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 given:

1. Children In Care *
2. Children with a sibling** attending the school
3. Other children living in the priority admission area
4. Remaining applications

In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given priority.

Exceptional medical circumstances (supported by medical evidence) may override the above.

*A "child in care" is a child who is in the care of the local authority or provided with accommodation by that authority or adopted from the care of the local authority.

**A sibling is defined as a child living in the same family household and address as a child who attends the preferred school at the time of application, and with reasonable expectation that the brother or sister will still be attending at the time of admission. This therefore includes brothers and sisters and step brothers and sisters. In addition biological siblings will be treated as siblings irrespective of place of residence.

The Local Authority co-ordinates arrangements for reception intake admissions to all primary schools within its jurisdiction. A common admissions application form is distributed directly to all parents and carers through the Health Authority Support Agency. This enables parents to apply for up to three schools in ranked preference order. Offers of places are sent to parents at the beginning of April.

Applications made after the start of the autumn term

The Local Authority co-ordinate arrangements for mid-year applications.

On receipt of an application after the start of the autumn term the County Council will contact the school in writing for the up-to-date numbers. If there are spaces in the year group an offer will be made. If not a refusal will be sent and the right of appeal given if it was a first application for the year group or if it was a second application resulting from a significant and material change in circumstances relevant to the application. (If there is not a significant and material change in circumstances a second application received during the same academic year will not be determined and, as such, 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. There is a rolling process in place that considers re-applications over a half term period. Details of the process will be available to parents who have applied and been refused a place after the start of the autumn term.

Appeals against admission decision

Parents have the right to appeal against admissions decision 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.

Monitoring and Review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.