



# Admissions Policy

## 2023-2024

Policy reviewed each academic year.

A paper copy of this policy is available at the school office.

### **School's Admissions Number: 60**

Subject to the availability of places within the school's standard number, it is the policy of the Directors to admit the children of all parents who express a preference to have their children educated at this school.





Under the s234 of the Education Act 1996, the governing body is required to admit a child with a statement of Special Educational Needs that names the school.

Where more applications are received than there are places available, the Directors will use the following criteria in descending order 1 to 3:

- 1 Looked after children and previously looked after children (as defined on page 12 of the Primary Education in Essex 20/6/17 booklet)
2. Children with a brother or sister attending the school.
3. Proximity of home to school measured by straight line distance, those living closest being given the highest priority.

The proximity (straight line distance is calculated by the LA) of the child's home to the school will be taken as a tiebreaker, if necessary, in any category.

In the unlikely event of a tie, in regards to distance, the tiebreaker will consist of a name being pulled out of a hat by a neutral party. This is the preferred method of Essex Local Authority.

Attendance at any local nursery or pre-school provision, including any provision made by Winter Gardens Academy directly **will not** guarantee a place in the main school on entry to reception year.

Please refer to the 'Primary Education in Essex' booklet for the definition of both 'siblings' and measurement for distance.

A waiting list will be kept by Essex County Council until the end of the first week of the Autumn Term and thereafter by the School until the end of the first term.

## Deferred Entry

At Winter Gardens Academy, we strongly promote and actively prepare for all children to start school in the September during the academic year in which they turn four years of age.

As required by law, the school will 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 then they are entitled to that full-time place.

Parents can, however, 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 school for further details as to what this would entail.

If you plan to defer your child's start date until later in the school year, you must still apply at the usual time for primary or infant school places. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

### **Summer-born children**

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 admission authority for the school will then 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.

### **Appeals**

Parents will appreciate that if a school is over-subscribed it will not always be possible to offer a place in their first choice of school. Many parents will wish to make alternative and definite arrangements for their child.

The 1996 Education Act does, however, give parents the right to appeal against the decisions of the Governors regarding Admissions. Parents wishing to appeal should contact the Essex Appeals Team.