



**WALTON ON THE NAZE PRIMARY SCHOOL**

**ADMISSIONS POLICY**

Walton School Vision

*Choose your Dream and chase it...*

Work Hard  
Aim high  
Love Learning  
Try  
Open your mind  
Never give up

Review date	Autumn 2020
Approved date	Autumn 2019
Responsible committee	Admissions

The Governing Body has responsibility for admissions to this school and intends to admit 30 pupils to the Reception in the school year, which begins in September 2020. The number to admit in the KS1 classes is 30 and the KS2 classes 34.

As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year. 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. For parents opting to take up a part time place this would be mornings only. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term.

Essex County Council coordinates arrangements for Reception Intake admissions to all primary schools within its jurisdiction. Parents of three or four year old children can apply online on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). Paper copies can be sent upon request or downloaded. Parents can express a preference for up to four schools in ranked order. Applications for admission to the Primary School will be managed in accordance with the arrangements published by the Local Authority.

The governors will admit children with an Educational Health Care Plan where Walton Primary School is named as the most appropriate setting for this child.

*For mid year applications please apply on line on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) , who will apply to the schools you list, including Walton Primary School, on your behalf. A copy of the application form can also be downloaded.*

Tel: 0345 603 2200.

Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

*Full details of the mid year application process are provided online.*

Where applications for admission exceed the number of places available, the following criteria will be adopted in the order set out below:

- (i) looked after children<sup>1</sup>
- (ii) children living in the priority admissions area (map available from the school), with a sibling<sup>2</sup> attending the school.
- (iii) other children living in the priority admissions area.
- (iv) remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to the school, those living closest being given the highest priority. 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 co-ordinates 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 member of the Governing Body not directly involved in admissions.

A waiting list will be maintained by Walton Primary School for the duration of the Reception Year and any admissions during that year will be in line with the admissions criteria above.

The school will establish arrangements for appeals against non-admission which will include an independent element. Details of admissions and appeals arrangements will be published each year. However, applicants should note that the Government's policy to limit class sizes in Key Stage 1 classes to 30 have restricted grounds on which appeals can succeed.

**<sup>1</sup> 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. 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).**

**<sup>2</sup> a relevant sibling is a child who has a brother, sister, adopted brother or sister, or step-brother or step-sister living in the same family unit in the same household and address who attends Walton Primary School in any year group excluding the final year. Biological siblings who attend the school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.**

## Summer-born Children

Parents of a summer-born child (1 April - 31 August) who wish their child to start school in the autumn term following their fifth birthday, in the Reception year and not year 1, are advised to apply for a place at the correct time for their child's normal admission round. At the same time they should write to the Local Authority requesting admission out of the normal age range providing any supporting documentation and evidence from relevant professionals working with the child and family stating why the child should be placed outside their normal age appropriate cohort. The Local Authority will co-ordinate these applications and contact the school.

If the request for admission out of normal age range is granted by the school, this does not constitute the offer of a place for the following year and **a new application must be made** to the Local Authority as part of that year's main admissions round. If no application for admission out of age range is made or granted during the appropriate time for the child's relevant cohort, and parents still wish their child to start school in the autumn term following their fifth birthday, an application must be made in the normal admission round for that academic year.

Again the parents should write to the Local Authority with supporting documentation and evidence. The Local Authority will co-ordinate these applications and contact the school. The school 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 a place and there is no right to an independent statutory appeal.