



# Admissions Policy

## For entry 2024/25

**Person responsible: Head teacher**

**Ratified by the governing body: Spring term 2023**

**Date for review: Spring term 2024**

A handwritten signature in black ink, which appears to read 'Anne-Marie Renshaw'. The signature is written in a cursive style with a long, sweeping tail.

**Reverend Anne- Marie Renshaw**  
**Chair of Governor**

## ADMISSIONS POLICY

### **Introduction**

Messing Primary School is a Sponsored Academy in partnership with New Hall School in Chelmsford. The New Hall Multi Academy Trust is the Admissions Authority for Messing Primary School. The governing body of Messing Primary School applies the regulations on admissions fairly and equally to all those who wish to attend our school.

### **Aims and Objectives**

We are an inclusive school that welcomes children from all backgrounds, abilities and faiths or none, and all applications will be treated according to the admissions criteria

Our pupil admission number in each year group is 12. If the number of children applying for entry exceeds the places available, we follow the procedure set out below in order to determine whether a child will be accepted.

### **How parents can apply for their child to be admitted to our school for a reception place in September.**

The Schools Planning and Admissions Department at Essex County Council co-ordinate the intake of children wishing to join Messing Primary School. If you would like to come and have a look around Messing Primary School and meet Mrs Jackie Halliday, Headteacher, please contact 01621 815415 to arrange an appointment.

All information you may need can be found via the following link:

<http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applications.aspx>

This takes you to the online application form and gives the opportunity to download a paper copy. You can also telephone for a paper application or for advice to the Schools Planning and Admissions Department on 0845 603 2200.

Applications for Reception Year intake need to be made by the LA deadline each year. All parents living in Essex are sent the appropriate forms and the details for applying.

### **Age of Admission**

Our policy is that all children start school full-time in the autumn term of the school year in which they will turn 5 years of age. The environment and education provided in the Early Years setting is matched to the learning styles and needs of pupils starting school at four or five years of age. We therefore encourage pupils to start at this time.

The law requires a child to start school the term following their fifth birthday. Parents may therefore decide if they wish, to wait until their child reaches statutory school age – the term after their 5<sup>th</sup> birthday – before the child starts school. If parents decide to wait until the term after their child's 5<sup>th</sup> birthday, they can request their child's start date is deferred until later in the school year or until the child reaches compulsory school age.

If 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.

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.

### **Summer born pupils**

Parents of a summer born child (please see definition in the Schools Admissions Code) may choose not to send that child to school until the September following their fifth birthday and may request they are admitted out of their normal age group, for example to reception rather than Year 1. If parent's wish to do this they must submit evidence from relevant professionals working with the child and family stating why the child should be placed outside of their normal age appropriate cohort. They will need a letter from the Headteacher to submit with their application and should contact the school in the first instance. The Admission Authority will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The Admission Authority will decide, based on evidence from parents, medical history, views of medical professionals and the views of the Head teacher, whether to offer the child a place in reception or their normal age group of Year 1. Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Full details of this process are available in the Primary education in Essex booklet and via the following link <https://www.essex.gov.uk/admissions-booklets-policies-and-forms/admission-booklets>

The school operates an induction programme through our Learning Together sessions and a 'phased entry' system to ensure that all children settle in happily. Home visits or visits to Nursery may be made on parental request. Induction procedures are reviewed annually and shared with parents.

For mid-year applications to Messing Primary School please contact us so that you can add your child to our waiting list which we hold. You will also need to apply to the Local Authority, Planning and Admissions in the normal way.

## **Admissions Arrangements**

The school has an agreed admissions number of 12 pupils per year group each year.

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

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below in order:

1. 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. 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 definition in Section 22 (1) of the Children’s Act 1989). This includes children (who appear to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

2. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3: Other children from the priority admission area, with priority for admission given to children who live nearest to the school, measured by straight line distance. 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.

4: Remaining applications.

Random allocation will be used by the school as a tie-break in category “3” above to decide who has highest priority for admission if the distance between two children’s homes and the school is the same. The process will be independently verified.

### **Waiting lists**

Local Authority School Admissions will hold waiting lists for all oversubscribed schools until the first week of September when it is passed to the school. Any offers will be coordinated through the Local Authority School Admissions. We will continue to maintain the list in ranked order, against the schools oversubscription criteria, for a year. Parents will have the opportunity to register their continued interest in a place.

Please let the school know if after this date you would like to register your continued interest and we will put you on our waiting list. We will then inform you when a place becomes available.

**Our waiting list will be updated yearly and your child’s name removed unless you confirm in writing that you wish to remain on the waiting list.**

## **Mid-year applications**

This means any application **except** for a September 2024 Reception place.

Please apply for a school place using the form on our school website. As we are an academy, we manage these admissions for our school. **Please do not apply via the Essex admission website as it is only for children applying for a reception place in September.**

You should contact Messing Primary first to ensure that a place is available. We are very happy to offer a tour. (01621 815415 or [admin@messingprimaryschool.co.uk](mailto:admin@messingprimaryschool.co.uk) )

Application forms are available on the school website and below in appendix A.

[www.messingprimaryschool.co.uk](http://www.messingprimaryschool.co.uk) . When we receive your application, we will contact you about the availability of places and the outcome of your application within 10 days but much sooner if we can. We *must* inform you of the outcome of your application within 15 days. Should a place not be available, we will register your interest on a waiting list if you indicate you would like us to and inform you when a place becomes available.

Reception places for September continue to be coordinated through Essex admissions for our school.

## **Admission of children outside their normal age group**

If a child has reached compulsory school age and the parent wishes their child to be admitted outside of their normal age group, the school will consider this on a case-by-case basis. Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

## **Complaints**

Should parents wish to make a complaint they should follow Messing Primary School's complaint procedure (available on the school website). If they are unhappy with the way an academy has handled their complaint they may complain to the Education Funding Agency who will consider the complaint on behalf of the Secretary for State for Education.

## **Admission Appeals**

Should parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority Statutory Appeals Service. Please see Messing Primary School's Admission Appeals Timetable and Procedure Policy for further information.

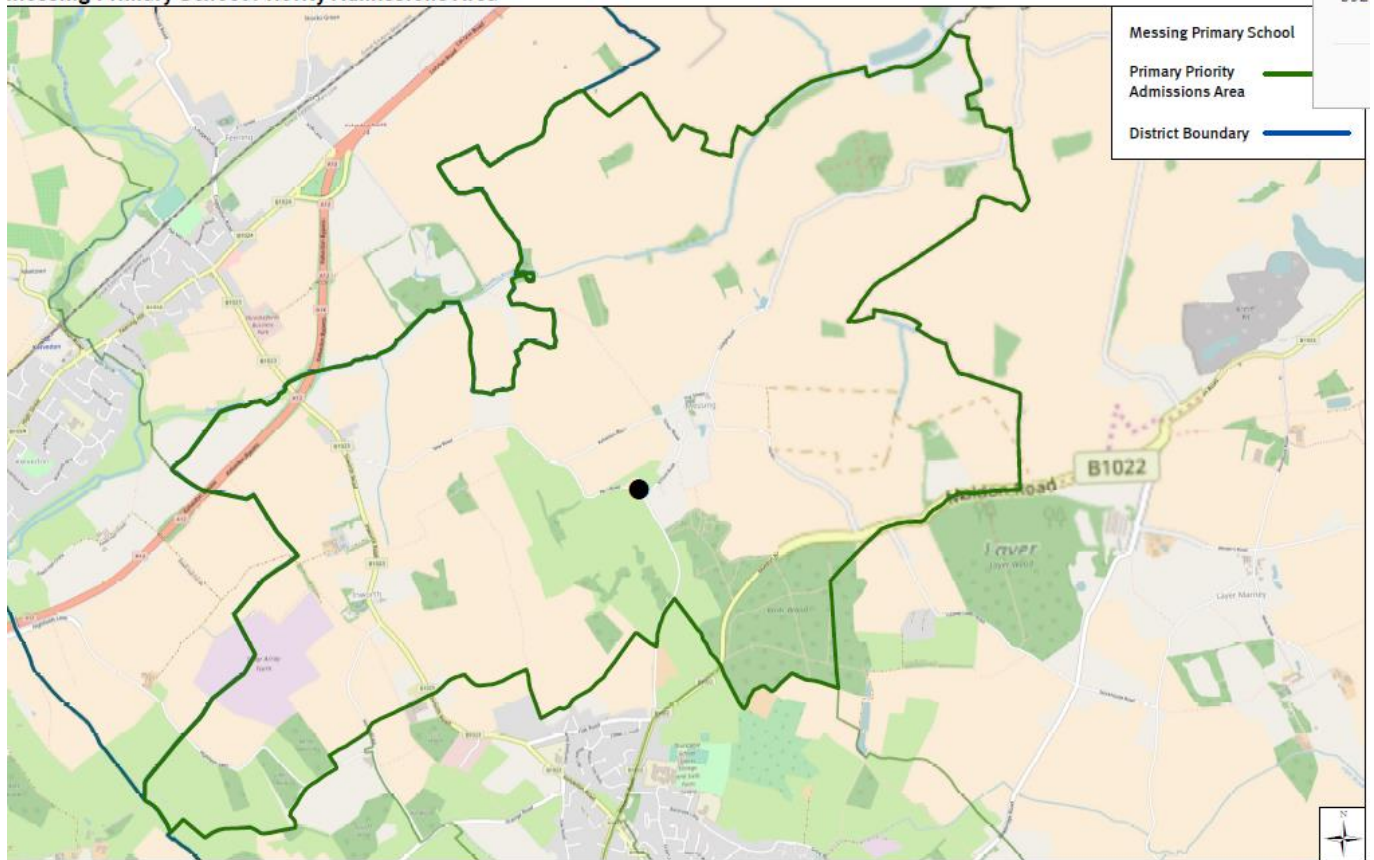
## **Review**

This policy will be reviewed annually.

Messing Primary School is a village school that offers a nurturing and caring environment with small year groups and personalised learning for your child.

We look forward to welcoming you, and your child, to our school.

### Messing Primary School Priority Admissions Area



0 0.25 0.5 1 Miles 1:17,500  
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## Appendix A

# Mid-Year Application for a Place at Messing Primary School

You should not remove your child from their current school until a place has been secured elsewhere.

### Section 1 – Pupil details

Pupil surname			
First name(s)			
Date of birth	Year group	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Current school (or last school attended)			
Town and postcode of current school			
Is the child still attending? Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, last date of attendance	
If the child is known by another name please add it here			

### Section 2 – Home address

House number or name	Street	
Village	Post Town	Postcode

### Section 3 – Parent/carer details

Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to child	Home phone no.	
Email address	Mobile phone no.	

### Section 4 – Reasons for change of school

a) Preferred date of admission			
b) If you are moving into the area, date of move			
<b>New address if different to Section 2</b> (please attach copies of proof of address (e.g. Exchange of Contracts or signed tenancy agreement).			
House number or name	Street		
Village	Post Town	Postcode	
c) Have you discussed your reasons for wanting a different school for your child with your child's current school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Has your child attended any other primary school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please give details:			
Name of school (1)		Date of leaving	
Reason for leaving: Moved home Permanently excluded			
Other (please give reason)			

Name of school (2)	Date of leaving
Reason for leaving:                      Moved home <input type="checkbox"/> Permanently excluded <input type="checkbox"/>	
Other (please give reason)	

### Section 5 – Other details

Is your child cared for by a Local Authority or is he/she a previously looked after child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the child have an Educational Health Care Plan (previously known as a statement)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school's Admissions Policy)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please attach supporting evidence from the child's doctor or other health care professional.		

### Section 6 – School preference

Please state your preferred school in the box below). You do not have to give reasons for your preference. Any reasons you give should generally refer to the admissions policy.	
Preferred school	
Reasons	

### Section 7 – Siblings

If you have another child at this school please enter their details below.	
Name	Date of birth

### Section 8 – Other information

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### Section 9 – Declaration

I have read the notes of guidance for the completion of this form. I confirm that the information I have given is true and that I am a parent for this child.

Signed	Date
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Please return this form directly to the school for which you are applying.

If you would like full details on how a school uses personal data, please visit the school website.

If you would like full details on how ECC uses personal data, please go to [www.essex.gov.uk/privacy](http://www.essex.gov.uk/privacy) or call 03457 430430

## Notes of Guidance on Completion of the Mid-Year Primary, Infant and Junior School Application Form

1. This form should be completed and then be sent directly to the Essex academy, foundation, or voluntary aided primary, infant or junior school that you wish to apply for. Contact details for every school in Essex can be found via the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) using the “Admissions booklets” link.
2. You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a place for your child. To find out if there are places, you will need to contact the school(s) directly.
3. If you do decide to apply for more than one academy, foundation or voluntary aided school, you need to make a separate application on a separate form for each school.
4. Once you have sent your application to the school, the school must write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.
5. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date.
6. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) from the ‘Submit an Appeal’ link.
7. Applying from overseas – For non-UK citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.
8. If, having applied for a place, you do not manage to secure a school for your child (and you are living in the Essex County Council area\* or have a confirmed move into the County), please contact School Admissions at Essex County Council on Tel: 0345 603 2200 for further support and advice. The email address for School Admissions is [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk).
9. **Please remember – applications must be sent direct to the academy, foundation and voluntary aided school(s) in question and not Essex County Council.**

\* If you live in Essex you will pay your Council Tax to one of the following Borough/District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.

