



# Admissions Policy

For entry 2018/19

**Person responsible: Head teacher**

**Ratified by the governing body: Spring term 2017**

**Date for review: Spring term 2018**

A handwritten signature in black ink, appearing to read 'Anne-Marie Renshaw', is positioned below the text.

**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

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. 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.

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).

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 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 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.

### **Mid-year applications.**

If your child is already at primary school and you wish to transfer him/her to Messing Primary, please complete the mid-year online application and this will be coordinated by Essex County Council, School Admissions.

Please contact the school first to ensure that a place is available and to arrange a tour. Upon receipt of an application, School Admissions will contact Messing Primary about availability of places. They expect to let you know the outcome by letter within 2 - 3 weeks of receipt of your application –often sooner than this.

Should a place not be available, we will register your interest on a waiting list and inform you when a place becomes available.

### **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.