

## Little Waltham C of E Primary School

### Admissions Policy 2024-25

The Governing Body has responsibility for admissions to this school and intends to admit 30 pupils to Reception and KS1 classes in the school, which begins in September 2024 and 30 to KS2 classes.

The school will admit all children in the September following their fourth birthday, without reference to aptitude or ability.

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/half term

Where applications for admission exceed the number of places available, the following criteria, in the order set out below, will be used to determine which children to admit:

1. Looked after Children (LAC), Previously Looked after Children (PLAC) and Children Previously Looked after from outside England (PLAC) (as defined in the Primary Education in Essex booklet);
2. children living in the priority admission area\*\* with a brother or sister\* attending the school during the term of admission;
3. children living in the priority admission area\*\* with strong links with a Christian church, subject to a reference from the church. (see Supplementary Information Form);
4. children living in the priority admission area;
5. children living outside the priority admission area, with a brother or sister\* attending the school during the term of admission;
6. children living outside the priority admission area with strong links with a Christian church, subject to a reference from the church. (see Supplementary Information Form);
7. children of other faiths wishing for a Christian education. (see Supplementary Information Form);
8. All other applicants.

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

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

Children with Educational Health Care plan for special educational needs Children with Educational Health Care Plan needs are required to be admitted to a school regardless of their place in the priority order.

Where a parent of a summer-born child (as designated in the Essex CC Primary booklet) 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 must be submitted. Little Waltham CEVA Primary 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 the place and there is no right to an independent statutory appeal.

A waiting list will be maintained for the main round until the end of the Autumn term in question. At the end of this stage the list will be closed.

#### Agreement for children living in the priority admission area

The LA may offer places above the published admission number in the following exceptional circumstances:

1. For infant classes at the class size limit: if: outside the normal admission round, the next nearest school with space is not within reasonable distance of the home address; or
2. For junior classes or where the admission would not breach the infant class size limit: if the journey to the next nearest school with a space is not reasonable in terms of distance, accessibility or cost.

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 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admission Code 2014. A looked after child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

\* For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

\*\* A map is available at the school to show the priority admission area.

- This school requires a Supplementary Information Form to be completed.

For information on Admissions Appeals for 2024/25 arrangements can be found in the Essex County Council Website [www.essex.gov.uk](http://www.essex.gov.uk) and follow the links to Education and School/Admissions/Appeals.

**SUPPLEMENTARY INFORMATION FORM**  
**For child's application to Little Waltham C of E Primary School**  
 The Street, Little Waltham, Chelmsford, Essex, CM3 3NY  
 01245 360246

Parents should complete this form not **more than 3 months before the closing date of applications** and then hand it to your minister or faith leader, with a stamped addressed envelope to the school. The Minister or Faith Leader should return it directly to the school.

*Completion is only required by those applicants applying under criteria as designated in the school's published admissions policy.*

Name and address of child:	
Date of Birth:	

Please give details of the principal place of worship attended in the last three years. (If you wish endorsement from more than one minister or faith leader, please supply details on a separate piece of paper).

Place of Worship	
Please provide details of faith – ie Christian or name of other faith	
Name and full address (inc postcode) of Minister or Faith Leader	
Minister or Faith Leader's telephone number:	
Which family members attend worship eg – Mother, Father, Child, Siblings	
If your child is not accompanied by a parent do they attend with other adults? If yes, please specify	Yes  No
How is the child (the subject of this application) involved with worship?	Yes  No

Please list all aspects of your involvement (apart from weekly worship) in the life and work of your place of worship.	
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Parent's signature:	Date
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**To the Minister or Faith Leader: Please can you confirm the details completed above. Please add any comments you think may be helpful for the school to understand the faith commitment of this family, then pass the form directly to the school in the envelope the parents have provided. Thank you.**

<p><b>Signature</b></p> <p style="text-align: right;"><b>Date</b></p>
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