



Admissions Policy 2024-2025

Arrangements for the admission of pupils to Chapel Hill Primary School.

Published Admission number for 2024/2025:

- Reception: **30**

The school provides for the admission of all children in the September following their fourth birthday. These children will be registered as Reception pupils. There will be one intake of children into the reception classes each year.

Children will be admitted without reference to ability or aptitude.

Applications for Reception Places

Applications for Reception places should be made directly to the school using the Reception Admission Application Form.

Admission Policy Arrangements

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

- Looked After Children and previously looked after children
- Children with a brother or sister attending the school
- Children of staff at the school where the member of staff has been employed within Lee Chapel Multi-Academy Trust for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Other children by straight line distance

Looked After Children:

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 (as defined in Section 22 (1) of the Children Act 1989).

Siblings:

A sibling is defined as 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 family household and address, who attends Lee Chapel Primary School & Nursery (in Reception to Year 5). Biological and adopted siblings who attend Lee Chapel Primary School & Nursery (in Reception to Year 5) 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.

In the event of over-subscription within any criteria, proximity of home to school by straight line distance will be taken into account, with those closest being given highest priority (please see page 11 of the Local Authority (LA) admission booklet which explains how the LA make these measurements).

In the event of a tie for the last place to be offered (i.e. more than one child with exactly the same postcode and distance from school), an independent member of Essex County Council/the School (as appropriate), who does not work within the Admissions department, will pick a name at random "out of a hat".

Waiting Lists

Unsuccessful applicants will be placed on a waiting list, which will be maintained for at least a year after the end of the Autumn term. The criteria for the waiting list will be in accordance with the admission criteria.

Applications must be made in accordance with the co-ordinated admission scheme operated by the child's home Local Authority. For children resident in Essex, this is detailed in the Primary Education in Essex booklet.

Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklet which is available from the Essex County Council. Late applications will be dealt with as detailed in this booklet for children resident in Essex. Children resident outside Essex should refer to the process for handling late applications published by their Local Authority.

Appeals

Parents will appreciate that if a school is over-subscribed it will not always be possible to be offered a place in their first-choice school. Parents, however, have the right to appeal against decisions of the governors regarding admission. Information regarding the appeals procedure is available from www.essex.gov.uk/admissions/appeals.

Timing of Admissions

All children are admitted full-time in the September following their fourth birthday.