



**LIMEBROOK PRIMARY SCHOOL AND NURSERY  
ADMISSIONS POLICY  
2024-2025**

**1. Introduction**

- 1.1 Limebrook Primary School and Nursery applies the regulations on admissions fairly and equally to those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the Statutory Appeals Code of Practice.

**2. Aims and Objectives**

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below to determine whether a child is accepted or not. It is our wish to allow all parents/carers the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admission policy of this school, except if a parent requests special admission arrangements on these grounds.

**3. How parents can apply for their child to be admitted to Limebrook Primary School and Nursery**

- 3.1 Limebrook Primary School and Nursery is an Academy and therefore is its own 'Admissions Authority'.
- 3.2 Parents or carers who live in the Essex County Council area can apply for their child's school place by downloading an application form from the school website or obtaining a hard copy from the school office. All application forms must be submitted to the school via email or in hard copy to the school office and should be completed by the end date stipulated on the forms.  
The school will work to notify parents about the school place as soon as all the applications have been considered.
- 3.3 At Limebrook Primary School and Nursery, children enter school in the academic year they become five. There is one admission date per year in September (i.e. at the start of the school year).



#### **4. Admissions Criteria**

- 4.1 Reception places will be allocated to those children whose parents/carers have expressed a preference for that school by submission of an application form to the school by the published deadline.
- 4.2 There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:
1. **Looked After Children and previously looked after children\***
  2. **Children who have an exceptional medical need** requiring attendance at the school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs or consultants. Circumstances cannot be considered unless information is provided at the time of application and failure to provide such information at that stage may affect whether the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
  3. **Children with a sibling attending the school**, including full, step, half or adopted siblings living in the same family unit in the same family household and address at the point of admission.
  4. **Straight line distance** between the child's home address and the main school
  5. **Remaining applications**
- 4.3 Children with an Education, Health and Care Plan Children an Education, Health and Care Plan (EHCP) that name the school on the plan are required to be admitted to a school regardless of their place in the priority order.
- 4.4 Reception Waiting List - Limebrook Primary School and Nursery maintains a clear and fair, and objective waiting list until at least 31 December of each school year of admission. Each child added to the waiting list will require the list to be ranked again in line with our published admissions criteria above.

#### **5. Nursery Places**

- 5.1 At Limebrook Primary School and Nursery we have a Day-care and a Nursery that caters for 56 FTE places, as well as a paying day-care facility.
- 5.2 Parents can register their child on the waiting list by completing the **Nursery application form** and returning it to the school office. Children are placed on the waiting list in age order. Parents are offered a place when a space becomes available.
- 5.3 Places are allocated to Nursery does not mean automatic entry to the primary school and a separate application for this must be made in line with the



procedures set out in 4.

**6. Application processing**

6.1 **Late applications** will not be considered until after all on-time applications have been dealt with.

6.2 **Home address Applications** will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by the closing date. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

6.3 The **school** reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.

**7. Appeals**

Appeals against admission decisions Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place can be found on the school website.

**8. The standard Number /Class size**

6.1 The standard number for our school is **30 children per year group**.

6.2 For details on summer born, part time and deferrals, please refer to The Primary Education in Essex Booklet available on the website [ww.essex.gov.uk/admissions](http://ww.essex.gov.uk/admissions)

**9. Timing of Admissions**

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



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**10. Review**

This policy will be reviewed annually.

