



Is your child going to start primary school in the school year beginning in September 2012?

Closing date: 15 January 2012

Apply online at: www.essex.gov.uk/admissions



Key information to remember

- Apply on time – the closing date is 15 January 2012.
- Read the booklet Primary Education in Essex 2012/2013 which is available at www.essex.gov.uk/admissions or call 0845 603 2200 for a copy.
- Think carefully about which schools you want to apply for and put them in the order you really want.
- Aim to use all 3 of your preferences on your application.
- If any of the schools you are applying for need a Supplementary Information Form (SIF), make sure you complete that too and send it to the school on time.

Tell us immediately in writing or by email about any change of address and send us evidence (do not just change your address on your online application).

Key dates

17 October 2011

Online applications open.

October/December 2011

You can contact and visit schools to help you make up your mind about which schools to apply for.

15 January 2012

Online applications close at 23:59. Paper applications must be received by this date.

18 April 2012

Primary allocation day. If you apply online you will receive an email showing your allocated school and you can log in to the website to see your allocation.

Allocation letters are posted today.

Dear parent or guardian

This is a very important time if your child was born between 1 September 2007 and 31 August 2008. You need to make an application for a primary school place for September 2012 onwards.

We encourage you to apply online at **www.essex.gov.uk/admissions** at your convenience by 15 January 2012.

The benefits are:

- the online system is open 24/7 during the application period;
- you will receive an email confirmation of your application;
- you can make changes to your preferences online until the closing date;
- you will receive the result of your application by email on offer day;
- you can access details of all Essex maintained schools and academies and their admission policies;
- you can see a full copy of the Primary Education in Essex 2012/2013 booklet with detailed information about the application process.

Yours sincerely,

Councillor Stephen Castle

Cabinet Member for Education and the 2012 Games

Please note:

To find out all you need to know please go to **www.essex.gov.uk/admissions**. Many schools have admission arrangements which are quite detailed and you may need to study these carefully before making your application.

If you do not have internet access at home you can use the internet at your local library at no cost (you can book by phoning **0845 603 7628** and you will need your library card number). You could also use an Internet Café or a work computer (with permission). Some schools may be able to offer facilities.

A full copy of the **Primary Education in Essex 2012/2013** booklet and Admission Policy Directories and a downloadable application form are available from our website www.essex.gov.uk/admissions. If you need a hard copy please phone **0845 603 2200** or email **admissions@essex.gov.uk**.

For all enquiries about the school admissions process please either call: **Contact Essex on 0845 603 2200** or email: **admissions@essex.gov.uk**.

Making your application

If you live in the Essex County Council area (you pay your Council Tax to one of the following District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford), you must apply to Essex County Council for your preferred primary schools, even if some or all of your chosen schools are outside of Essex.

To apply, please log onto www.essex.gov.uk/admissions to submit an online application. If you need a paper form, you can download one from this link or call **0845 603 2200** to request one.

We recommend that you read the **Primary Education in Essex 2012/2013 booklet** as it contains detailed information about the application process. Individual school admission policies can be viewed in the relevant Admission Policy Directory. They are available online at www.essex.gov.uk/admissions.

Some schools, like Church schools, require you to send an additional form to them, called a Supplementary Information Form (SIF). You can find out if a school needs a SIF by looking at the **Primary Education in Essex 2012/2013 booklet** on www.essex.gov.uk/admissions or by contacting them directly. Where the school has a SIF, it can be downloaded from our website by selecting the individual school and then the Supplementary Information Form 2012/13. SIFs must be returned directly to schools where one is required. Please remember, where required, a SIF is completed **in addition** to the Council's common application form which you must complete either online or on paper in order to make a valid application.

Closing date

The closing date for applications is 15 January 2012. We must receive your application by then, whether you apply online or on paper. Please do not do both.

Your preferences on your application

It is up to you what schools you place on your application and the order you place them in.

You must put the schools in the order you really want them because a place will be offered at the highest ranked preference that can be met when considered against the admission criteria for each of your preferred schools.

We strongly recommend you use all three of your preferences to give yourself maximum opportunity to be considered for a place at a school you want. We also recommend that you include your local (priority admission area) school, if you have one, as one of your preferences to help avoid a situation where you might be offered a place at a school several miles from your home. Applying for your local school does not guarantee that an offer will be made.

Applying for more than one school does not in any way reduce your chances of being offered your highest preference, so please aim to use all your preferences.

In the unlikely event of none of your preferences being met you will be offered a place at the nearest school to your home address that has a space remaining after the allocations have been made.

Changing your preferences on your application

You can change your preferences on your online application (or if you have sent in a paper form instead) up to and including the closing date.

You cannot amend your preferences after the closing date without a genuine reason for doing so, for example if your family have moved address. Any such request must be submitted to School Planning and Admissions in writing. Your request will then be considered.

Late applications

Applications received after the closing date of 15 January 2012 will be treated as late and dealt with after all on time applications have been processed, unless there is evidence, or you provide evidence, that the application could not reasonably have been made on time. **It is absolutely vital you apply on time.**

It will not be possible to treat any application received after 12 February 2012 as on time.

Home address and moving house

Applications are processed according to the home address of the child at the time of application and determination (when the decisions are made about places offered). You should put your current address on your application so we can contact you if we need to.

The Council requests proof of address from a random sample of applicants and in other cases as appropriate. It is vital that we have the correct home address details. Places allocated on the basis of a false address will be investigated and withdrawn where relevant.

If you have moved from the address to which we sent the letter accompanying this booklet or you move house before or during the admissions process, you must tell us immediately by email or by letter and provide evidence of your new address (proof of exchange of contracts if you have purchased your new home or tenancy agreement if you are renting). Please do not just change your address on your online application without letting us know by email or letter as well.

Further detailed information about this is contained in the **Primary Education in Essex 2012/2013 booklet** which you can see at **www.essex.gov.uk/admissions**.

How applications are considered and places allocated

All applications for schools have to be considered against the admission arrangements and oversubscription criteria for each school. These are shown in the **Primary Education in Essex 2012/2013 booklet** and relevant **Admission Policy Directory** which you can view on our website **www.essex.gov.uk/admissions**. Detailed arrangements can be viewed online by selecting the individual school and viewing their admission policy for 2012/13.

The priority given for admission to each school for siblings is detailed against each school's policy. There is **no guarantee** that siblings can always go to the same school – you should check the policy for each school you apply for.

Each school has a Published Admission Number (PAN) which you can check in the relevant Admission Policy Directory. This is the number of places available to be offered.

Applications received for each school are ranked against the admission criteria and places offered up to the PAN to those applicants who rank the highest against the admission criteria. If, after the admission criteria have been applied, it is possible to offer a place at more than one of your preferred schools, you will be offered a place at the highest preference that can be met.

Waiting lists

After the first round of offers on 18 April 2012, all unsuccessful applications that are a higher preference than the school offered will be held on a waiting list according to the admissions criteria for the school. This applies to both on-time and late applications.

As a minimum, waiting lists for all oversubscribed schools must be held until the end of the autumn term. Further information about waiting lists is available in the **Primary Education in Essex 2012/2013 booklet** which you can see at www.essex.gov.uk/admissions.

Appeals

If you are refused a place at a school you have applied for, you will have the right to appeal to an independent panel for a place.

There is no guarantee of success with any appeal and full details about how to appeal will be made clear in the decision letter that is posted on 18 April 2012.

Infant class size appeals

If you are refused a place on the basis of Infant Class Size legislation then the law limits the power of appeals panels to uphold a parental appeal. Details of this are published in the **Primary Education in Essex 2012/2013 booklet** which is available on our website www.essex.gov.uk/admissions.

Home to school transport

You should consider carefully how your child will get to and from the school(s) you apply for before you make your application for a school place.

Children will only be entitled to free home to school transport if there is an entitlement under County Council policy. The policy is published on our website www.essex.gov.uk/schooltransport and further details are available in the **Primary Education in Essex 2012/2013 booklet**.

In short, children up to the age of 8 will normally only qualify for free school transport if they live more than 2 miles from, and attend the nearest or designated school to the home address. For children over the age of 8 free transport is provided if they live more than 3 miles from, and attend the nearest or designated school to the home address. All routes are measured by the nearest 'available' walking route. An available route is one where it is considered that the child may walk in reasonable safety, accompanied as necessary.

This right is extended to children over 8 who are entitled to free school meals, who live more than 2 miles from and attend the nearest or designated school to the home address. This is reviewed on an annual basis and proof of circumstances will be required.

This booklet is issued by

Essex County Council School Planning and Admissions.

You can contact us in the following ways:

By post:

School Planning and Admissions
Schools, Children and Families Directorate
Essex County Council, PO Box 4216
Chelmsford CM1 1GS

By telephone:

0845 603 2200

By fax:

01245 436739

By email:

admissions@essex.gov.uk

Applications using the online system are welcome

Visit our website:

www.essex.gov.uk/admissions

The information contained in this leaflet can be translated, and/or made available in alternative formats, on request.

Published August 2011