

# Tolleshunt D'Arcy St. Nicholas C of E Primary Academy



## Admissions Policy 2024-25

Adopted: Spring 2023

Next review: 2024

### **PURPOSE OF THE POLICY**

To provide clear guidelines on admissions matters for parents/carers, pupils, staff and other stakeholders.

### **Our approach to admissions**

The governors welcome applications for admission to the school from parents who wish for their children to attend this Primary Academy. Pupils will be admitted in the September of the school year in which they become 5 years of age. The number intended to admit for the year 2024/2025 is 15.

In the event of there being more applicants than places, the following criteria will apply in priority order:

1. Looked After Children (children in public care) and all previously Looked After Children will be given priority.
2. Whether the child has a sibling attending the school at the time of the admission of the child.
3. Whether the parents of the child are resident in the civil parishes of Tolleshunt D'Arcy, Tolleshunt Knights, Tolleshunt Major, Little Totham and Goldhanger.
4. Whether the parents are worshipping members of a Church of England parish for which this is the nearest Church of England School. (The frequency of attendance and level of involvement will be considered, with confirmation of this by the priest or minister.)
5. Remaining applications

### **NOTES**

Statemented pupils whose statement names Tolleshunt D'Arcy St Nicholas C of E Primary Academy will be admitted irrespective of our admissions criteria.

Previously 'Looked After Children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

When applying each of the foregoing criteria within each category, priority will be determined by straight-line distance.

All straight-line distances are calculated electronically by the LA, using data provided jointly by the Post Office and ordinance 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.

### **Early Years Admissions**

In line with legislation, the school will make arrangements for all children to be admitted in September full-time. 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 i.e. the start of the term after the child's fifth birthday. Parents can also request that their child attends part-time until the child reaches compulsory school age. Parents cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the academic year for which the original application is accepted.

Applications for children out of the normal age group will be considered by the Governing Body and the relevant professionals when the LA, under co-ordination, request the school to consider such applications. In all cases supporting evidence should be provided.

The school will hold waiting lists for Reception places after the end of the first week of September and this will be held until the end of the Autumn Term.

The school will receive mid-term applications and operate a waiting list for all year groups in the event of oversubscription. A Supplementary Form will then be available for parents to complete.

### **Applications made after the start of the autumn term (Mid-year applications)**

Applications are made directly to Canonium Learning Trust on behalf of Tolleshunt D'Arcy St Nicholas Primary Academy. If there are spaces in the year group an offer will be made (offer letter sent within 10-15 school days) or if not, a refusal will be sent (Refusal letter sent within 10-15 school days) and the right of appeal given if it was a first application for the year group. A copy of the appropriate offer/refusal letter is emailed to ECC admissions inbox within 2 days of sending to parent/carer in accordance with legal requirements. Unless there is a significant and material change in circumstances a second application received in the same academic year does not have to be determined by the school and no second right of appeal will be given. When there are more applications, received on the same day, than the number of places available the school's admission criteria will be used to determine any offers that can be made.

# Tolleshunt D’Arcy St Nicholas C of E Primary Academy

*Jesus said “Let the children come to me.” (Matthew 19:14  
Courageous Creative Friendly Persevering Responsible Truthful*

## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO PRIMARY SCHOOL IN SEPTEMBER FOR ACADEMIC YEAR 2024/5

Child’s Last Name \_\_\_\_\_ First Name(s) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Boy [ ] Girl [ ] (please tick Do Not Leave Blank)  
Home Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_  
(This must be where the child normally lives and we may check this.)  
Home Tel No \_\_\_\_\_ Daytime Tel No \_\_\_\_\_  
Mobile Tel No \_\_\_\_\_ Email \_\_\_\_\_

### Parents’ details

- 1. Full Name \_\_\_\_\_
- 2. Full Name \_\_\_\_\_

### The Admission Criteria

- 1. Will your child have a brother or sister attending the school in September 2024?  
If so please give name(s).  
\_\_\_\_\_
- 2. If you regularly attend a Church, please could you tell us which one?  
\_\_\_\_\_

---

Please sign below:

Date .....

Signed ..... Parent

NOTE: This form to be returned to Tolleshunt D’Arcy St Nicholas’ School Office. In addition, the Common application form for a Reception place must be completed online with the Local Authority.

Applications for children out of the normal age group will be considered by the Governing Body and the relevant professionals when the LA, under co-ordination, request the school to consider such applications. In all cases, supporting evidence should be provided.