



LITTLE WALTHAM

C.E.V.A. Primary School

Little Waltham C of E Primary School

Admissions Policy 2026-27

The Governing Body has responsibility for admissions to this school and intends to admit 30 pupils to Reception and KS1 classes in the school, in the academic year which begins in September 2026, 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 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 strong links^ with a Christian** church, subject to a reference from the church. (see Supplementary Information Form);
6. All other applicants.

* 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



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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.

** 'Christian Church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishop of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England (CTE), or the Evangelical Alliance or a partner church of Affinity.'

^ The Governors of the school consider that 'strong links' means attendance of the parent(s) / carer(s) and child at least monthly in the twelve months prior to the opening date for school applications as will be recorded on the Supplementary Information Form (SIF). In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

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. In the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

In all cases, 'home address' is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident', including overnight, for the majority of the school week.

Children with Educational Health Care Plans naming Little Waltham Primary School are required to be admitted to our 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



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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 31st December 2026 and will be ranked in accordance with the oversubscription criteria not in order of the date the application were received. 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).

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

For consideration under criteria 3 or 5 the school requires a Supplementary Information Form to be completed.

For information on Admissions Appeals for 2026/27 arrangements can be found in the Essex County Council Website www.essex.gov.uk and follow the links to Education and School/Admissions/Appeals.



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SUPPLEMENTARY INFORMATION FORM

Parents should ask the minister/member of clergy of the Christian church they and their child(ren) attend to complete this form and return to the school.

‘Christian Church’ is defined as: any church which is designated under the Ecumenical Relations Measure nationally by the Archbishop of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England (CTE), or the Evangelical Alliance or a partner church of Affinity.

The school must receive the form at least one week and not more than two months before the close of applications. The minister/member of clergy should return the form directly to the school using a stamped addressed envelope provided by the parent. If the school does not receive the supplementary information form, your application will be considered under the next most appropriate criterion.

Completion is only required by those applicants applying under criteria 3 or 5 as designated in the school’s published admissions policy.

If parents would like to confirm that the school has received the form, they should contact admin@littlewaltham.essex.sch.uk

Name and address of child: _____

Child’s date of birth: _____

Name and address of church: _____



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I can confirm that this child and their parent(s) / carer(s) have attended church at least monthly in the twelve months prior to the opening date for school applications.

Signed: _____

Print name: _____

Position: _____

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.