

Admissions Policy

2026 – 2027

Audience:	Parents REAch2 Staff Local Governing Bodies Cluster Boards Trustees
Ratified:	REAch2 Trust Board 27 th November 2024
Other related policies:	
Policy owner:	Calum Marriott, PMO
Review:	Annually

Introduction to Primary Academy & REAch2	3
REAch2 Touchstones	4
Definitions & Interpretations	5
Policy In Detail	6
Oversubscription Criteria	6
Definitions relating to the criteria	6
Tie Breaker	7
Late applications	7
Children with an Education Health and Care Plan (EHC Plan)	7
Deferred entry for Reception places	7
Admission of children outside their normal age group, including for 'summer-born' children	8
Children at the school nursery	8
Waiting Lists	8
Appeals	8
In-year Admissions	9
Fair Access Protocol	9
Withdrawing places	9

Introduction to Unity Primary Academy & REAch2

Unity Primary Academy (the School) is a primary academy located at Hickory Avenue, Greenstead Estate, Colchester Essex CO4 3QJ and is part of REAch2 Academy Trust (the Trust).

Unity Primary Academy is a two-form entry Primary Academy and Nursery in the heart of Greenstead, Colchester. All staff are dedicated to giving "Every child, every chance, every day" from Nursery to Year 6. Unity Primary Academy became an academy in September 2014 when the two predecessor schools were amalgamated. We pride ourselves on the great academic and personal progress that our children make and the stimulating learning environment that we have created. Unity Primary Academy is a vibrant and diverse school where children experience a broad and exciting curriculum.

More information about the School is available on its website: www.unityprimaryacademy.com

The Trust is the admission authority for all schools within the REAch2 family. The arrangements, set by the Trust are in accordance with the [School Admissions Code](#) and the [school admission appeals code](#). The Trust's aim is to ensure all of its academies have simple, consistent admission arrangements that focus on serving the local community and reflect the Trust's vision and values.

The Trust has developed this policy in full compliance with the Equality Act 2010. The Trust recognises and adheres to its responsibilities under the Equality Act 2010, especially in relation to children with protected characteristics.

More information about the Trust is available on its website: www.reach2.org



Leadership

Finding the leader in all of us.



Inclusion

Realising the greatness in our difference.



Learning

Creating exceptional opportunities for learning.



Enjoyment

Loving what we do.



Inspiration

Feeling the power of the possible.



Integrity

Being courageously true to our purpose.



Responsibility

Unwavering commitment to seeing things through.

Definitions & Interpretations

The following definitions apply for the purposes of this policy:

EHC Plan – An education, health and care (EHC) plan for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC Plans are prepared under the Children and Families Act 2014. They identify educational, health and social needs and set out the additional support to meet those needs.

In-Year Admission – An in-year admission application is one that is made outside of the normal admissions round, for example when a family moves house part way through a school year or is for admission into a year group other than Reception.

Oversubscribed – Having more applications than available places.

PAN – Stands for “published admission number” and is the number of pupils the school will admit in to Reception.

Parent – Means a natural or adoptive parent of the child, as well as a person who is not the natural or adoptive parent of the child, but who has care of the child, or parental responsibility for the child. This is the legal definition of a ‘parent’ in education law.

Statutory Maximum infant class size – The requirement in law that infant classes (i.e. classes in Reception year, year 1 and year 2 class) with a single school teacher are not permitted to contain more than 30 pupils, except in certain circumstances. Some children are deemed to be ‘excepted pupils’ as listed in the [School Admissions Code](#)

Home address – The address at which the child resides on a permanent basis or is ‘ordinarily resident’. This is generally, the address of the Parent. 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 the child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application will be processed on the basis of the address where the child resides for the majority of the school week and proof of residence and address arrangement will be required with the application. The child must be living with the parent, relative or carer 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 considered childcare arrangements, and the child will be deemed to not be ‘ordinarily resident’ with that person. In all cases, we expect the adult with whom the child is ‘ordinarily resident’ receives the child benefit for the child (where eligible).

The exceptions to this rule are the children of UK Armed Forces service personnel with a confirmed posting to their area, or Crown Servants returning from overseas to live in the area, for whom an application for admission may be made in advance of their move where it is accompanied by an official letter that confirms the intended relocation date and a Unit postal address or quartering area address for the child.

Summer born children – Children born between 1 April and 31 August.

Policy In Detail

The published admission number (PAN) for Unity Primary Academy is 60 pupils.

The School will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Trust will offer places at the School to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Trust by Essex County Council in accordance with the local coordinated scheme. [Primary school places | Essex County Council](#)

Oversubscription criteria

When the School is oversubscribed (that is, there are more applications than places available), after the admission of any pupils with an EHC Plan that names the School, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children
2. Children with one or more siblings in the School
3. Children of School staff fulfilling a skills shortage role
4. Other children, with priority for admission given to those whose home address (as defined by this policy) is the shortest distance from the School. Children in this criteria will be ranked in order of distance.

Definitions relating to the criteria

1. 'Looked after children' are any children who are (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.

'Previously looked after children' are any children that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.

Children will be regarded by the Trust as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants under this criterion will also need to fill in a Supplementary Information Form (SIF) evidencing state care outside of England. The SIF is available from the school website or school office.

2. 'Siblings' – For applications made in the normal admission round a sibling means a brother or sister, legally adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the School at the date of application in any year group excluding the final year. Biological and legally 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. For in-year applications a sibling is a brother, sister, legally adopted brother or sister or stepbrother or stepsister living in the same family unit in the

same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

3. This criterion only applies in relation to staff, whether teaching or non-teaching, with a permanent contract to work predominantly at the School (not Trust employees in the REAch2 cluster or central teams). The application of this criterion will be subject to confirmation by an independent Trust non-executive that, on the evidence available, the member of staff has been recruited to fill a post where there is a demonstrable skills shortage. Staff must contact the School Headteacher when applying for a place under this criterion. The Headteacher will provide a letter to the Trust and Local Authority Admissions Team confirming the staff members' permanent employment. For the purposes of this criterion, 'children of School staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed at the School
4. "Distance" is defined/measured as straight line distance from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. For admissions purposes, the Local Authority uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points.

Tie Breaker

Random allocation will be used as a tie-break in category '4' above to decide who has highest priority for admission if the distance between two children's homes and the School is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

Deadline for Applications

Applications for admission into Reception as part of the normal admissions round must be submitted by 15th January. Applications received by the Local Authority after this date may be considered as late applications.

Children with an EHC Plan

Children with an education health and care plan (EHC plan) are admitted to the School under separate statutory procedures managed by the child's Local Authority, and not under this policy.

Where a child with an EHC plan which names the School will be admitted in the 'normal admission round', they will be allocated places in Reception Year before other applications are processed, which will reduce the number of available places within the PAN. At all other times, the child will be admitted even where this means exceeding the PAN.

Deferred entry for Reception places

Parents offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates

follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of children outside their normal age group, including for 'summer-born' children

Parents of summer born children who are not yet of compulsory school age may request to delay their child's admission until the September after they turn 5. Those parents should apply for a place within the normal admissions round and follow the process below.

In all cases where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the school office at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. Parents of summer born children who are not yet of compulsory school age should specify whether they wish the child to start school in Reception class or join their normal age group peers in Year 1. The views of the headteacher will also be considered.

Parents will be notified of the decision on their application for admission outside of normal age group in writing once it has been made. This decision will be based on the circumstances of the case and what is in the best interests of the child. This decision is separate to the decision on whether a place is granted.

We recommend that parents contact the school to discuss admission within the admission round of the child's chronological age group. This enables the school to assess the best interests of the child and discuss how the curriculum may be tailored to meet their needs within the chronological age group.

Children at the School's Nursery

Parents should note that children who attend the School's nursery will not automatically transfer to Reception Year at the School. An application for admission to Reception Year must be made in the normal way.

Waiting Lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31st December after which parents must re-apply for a place in Year 1.

The waiting list will be maintained by the School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (not by date in which the child's name was added). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

Parents have a statutory right of appeal to an independent admission appeal panel against the refusal of a place at the School for their child. Admission appeal panel hearings are conducted strictly in accordance with procedure and criteria set out in the School Admission Appeals Code 2022, which is accessible on the Department for Education's website:

Information about how to appeal against a refusal of a school place and the deadline for submitting an appeal will be sent with reply to your application. You can also contact the Local Authority Appeals team on 03330 139899 for advice. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

In-year Admissions

Unity Primary Academy manages its own in-year admissions. For more information please contact the school office at admin@unityprimaryacademy.com or 01206 864226

Fair Access Protocol

Unity Primary Academy participates in Essex County Council's fair access protocol. For a copy of Essex County Council's fair access protocol, please visit – [Primary school places | Essex County Council](#)

Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Unity Primary Academy Pupil Admission Form



Legal Surname..... <small>(On Birth Certificate)</small> Legal Forenames..... NHS Number	M/F	Date of birth	Checked by
Preferred Surname..... Preferred Forename..... <small>(This name will be used on books and pegs etc.)</small>			
Address..... <div style="display: flex; justify-content: space-between;"> Post Code..... </div> Home Tel. No.....			
Parent/Carer Name(s) or those with parental responsibility <u>Parent/Carer1</u> Mr/Mrs/Miss/Ms (Full name) Date of Birth*..... <small>(Please circle)</small> Address Post Code..... <small>(If different from above)</small> <div style="display: flex; justify-content: space-between;"> ☎ Home..... Mobile..... Work..... </div> Email Address..... National Insurance no*..... <small>*This is a requirement for universal Free School Meal entitlement.</small> Relationship to pupil..... To be contacted in case of emergency. Yes/No <u>Parent/Carer 2</u> Mr/Mrs/Miss/Ms (Full name) Date of Birth*..... <small>(Please circle)</small> Address Post Code..... <small>(If different from above)</small> Email Address..... <div style="display: flex; justify-content: space-between;"> ☎ Home..... Mobile..... Work..... </div> Relationship to pupil..... To be contacted in case of emergency. Yes/No Contact priority			

Further Emergency Contact Details Only. Please put in order in which we should contact.

Mr/Mrs/Miss/Ms (Full name)
(Please circle)

Address Post Code.....

☎ Home..... Mobile..... Work.....

Relationship to pupil..... Contact Priority

Mr/Mrs/Miss/Ms (Full name)
(Please circle)

Address Post Code.....

☎ Home..... Mobile..... Work.....

Relationship to pupil..... Contact Priority

Mr/Mrs/Miss/Ms (Full name)
(Please circle)

Address Post Code.....

☎ Home..... Mobile..... Work.....

Relationship to pupil..... Contact Priority

Religion..... Please state **none** if applicable

Ethnicity

- | | |
|---|---|
| <input type="checkbox"/> White: British | <input type="checkbox"/> Asian or Asian British: Indian |
| <input type="checkbox"/> White: Irish | <input type="checkbox"/> Asian or Asian British: Pakistani |
| <input type="checkbox"/> White: Traveller of Irish Heritage | <input type="checkbox"/> Asian or Asian British: Bangladeshi |
| <input type="checkbox"/> White: Other | <input type="checkbox"/> Asian or Asian British: Other |
| <input type="checkbox"/> White: Gypsy/Roma | <input type="checkbox"/> Black or Black British: Caribbean |
| <input type="checkbox"/> Mixed: White & Black Caribbean | <input type="checkbox"/> Black or Black British: African |
| <input type="checkbox"/> Mixed: White & Black African | <input type="checkbox"/> Black or Black British: Other |
| <input type="checkbox"/> Mixed: White & Asian | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Mixed: Other | <input type="checkbox"/> Any other ethnic group - please state: |

.....

Country of birth..... **Nationality**.....

First Language

☐ English ☐ Other (please state)

Language Spoken at Home

☐ English ☐ Other (please state)

Does your child have a parent currently serving in the UK military? Yes/No

(If yes please provide ID so that additional funding can be claimed)

Please detail any court orders applying to the child (e.g. Ward of Court, Legal Rights of Access etc.)

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Siblings (if your child has any siblings who attend this school, please provide their names)

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.....

.....

Special Educational Needs

Does your child have an Educational Health Care Plan? **Yes/No**

Are they on a Special Needs Register? **Yes/No**

Are there any outside agencies involved? (**Please tick as appropriate**)

Educational Social Worker ☐

Educational Psychologist ☐

Social Services ☐

Speech Therapist ☐

Other (please specify)

Medical Information

(It is important that we know any medical information your child suffers from and the treatment they might need in an emergency.)

Does your child have an allergy? **Yes/No**

If yes, please give details

Does your child have a medical condition we should know about? **Yes/No**

If yes, please give details

.....

Does your child have an asthma inhaler or epipen? **Yes/No**

If yes, please give details

.....

Name of Doctor..... Practice

Address..... 

Dietary Needs

Does your child have any special dietary needs (e.g. vegetarian, vegan or allergies?) **Yes/ No**

Please give details

Learning Outside the Classroom and Short Walks

At Unity Primary Academy, all children take part in Learning Outside the Classroom (LOtC). This is where teaching and learning takes place in spaces other than the classroom. We provide children with challenging, exciting and different experiences to help them learn.

We ensure children have access to constant, continuous and enlightened experiences to aid their learning. This may be on school grounds or on local, national and even international visits. You will receive a letter informing you of this and seeking your permission. However, there are times when the teacher needs to take the children on a 'short walk' in the local area as part of their study. The teacher will **always be accompanied by at least one other adult**. We require your permission for us to take your child on a short walk when necessary. Please sign below if you give permission for your child to go on a 'short walk'.

I give permission for my child to go on short walks in connection with his/her studies

Signed:

Date:

Photographs/Videos

We often take photographs of the children taking part in activities in school. These can be displayed in school, photo albums, the school website and the school social media accounts eg school Twitter account. Parents are also allowed to purchase photos taken at certain activities e.g. the school Christmas play.

We do need your permission for us to be able to take your child's photo or make a video recording of them and ask you to fill in the slip below.

I give permission for my child to be photographed/videoed:

•for use within school premises.

Signed:

Date:

•For use in school publications

Signed.....

Date.....

•for use on the School Website

Signed.....

Date.....

General Permissions: -

1. I give permission for the school to administer first aid and in the event of an emergency, if the parent is not able to be contacted, the school will seek medical advice. **THIS MAY INCLUDE ESCORTING A CHILD TO HOSPITAL.**

2. I give permission for my child to be changed by a member of staff should the need arise.
3. I give permission for written observations to be made of my child in order to monitor and record his/ her progress.

On the rare occasion your child may be at risk of harming themselves or others, we will follow our behaviour policy which states that staff, who have been trained, may use restrictive physical intervention to ensure the safety of all.

Signed.....

Date.....

E-Safety Rules

All pupils use computer facilities including Internet Access as an essential part of learning, as required by the National Curriculum.

Parents/Carers are asked to sign to show that the e-safety rules have been understood and agreed

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my child to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. The school uses approved filters. I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the Internet facilities.

Signed

Date

Name of Pre School attended

Or

Name of previous school attended.....

Address

I confirm that all details are correct and I will advise the school of any amendments.

Signed..... Parent / Carer

Please print.....

Date.....

Home/School Agreement

We all work together to aim for excellence for our children'

The School will:

- Teach the Foundation Stage and National Curriculum, including religious education at a level appropriate for each child.
- Encourage the children to do their best at all times and to provide every opportunity for children to develop their talents and abilities.
- Encourage children to take care of the surroundings and others around them, and to understand and respect those with different points of view.
- Contact parents/carers about their children whenever there is a problem concerning work or behaviour. Similarly, we will contact parents/carers to share successes.
- Inform parents/carers of their children's progress and share targets for improvements at regular meetings.
- Encourage parent partnership in every aspect of school life and foster links with the wider community.

The Family will:

As a parent/carer of a child at Unity Primary Academy I will:

- Ensure attendance every day, arriving at school on time and will inform the school immediately of any absence should the need occur, firstly by telephoning by 9.30am and in writing on your child's return.
- Provide my child with the correct uniform and bring appropriate equipment to school eg PE kit, reading bag.
- Support my child with opportunities for learning at home.
- Attend meetings to discuss my child's progress and encourage my child to reach the targets set for improvement.
- Share with the class teacher any concerns which might affect my child's work or behaviour. (Either briefly before school or by making an appointment to see the class teacher after school).
- Do all I can to work with the school to support my child.
- Help my child to learn by making sure they have breakfast each morning and a good night's sleep.
- Comply with the schools Behaviour Policy.

The Child will:

As a pupil at Unity Primary Academy I will always try my best to keep the School Rules:

- We are polite to everyone.
- We are friendly and kind to each other.
- We talk quietly in school and save our playground voices for outside.
- We listen to each other and take turns to speak.
- We share our games and look after books and equipment
- We try hard to do our best and let others get on with their work.

Signed Parent/ Guardian Date.....

Signed Head of School Date



REAch2 Academy Trust is a charitable company limited by guarantee registered in England and Wales with Company Number 08452281; Charity Number: 1149000; Registered office address: Scientia Academy, Mona Road, Burton Upon Trent, Staffordshire, DE13 0UF; VAT Number: 167332014