



# *Admissions Policy*

## *2023 – 24*

*Approved by governors 23<sup>rd</sup> February by the Admission Committee*

Lawford C of E Primary School has functioned as a Church School since 1848. It serves the Parishes of Lawford and Little Bromley. There are many other schools nearby, but it serves as the only Anglican Aided School in the local area.

### Early Years Admissions

Lawford C of E welcomes applications from any interested parents. It is the policy of the Governing Body to admit children of all parents who wish their children to be educated at this school subject to the availability of places. 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 was accepted. 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.

The intended admission number for the school into Foundation stage is 60.

When applications exceed the intended number, the following criteria will be applied, in the order set out below, to determine which children will be admitted:

1. Looked after children *Previously Looked After Children (PLAC) and Children Previously Looked After from outside in England*<sup>1</sup>. (see NOTES)
2. Children with a sibling attending the school. (At the time of application and admission. See NOTES);
3. Children whose parent(s) or legal guardian(s) are active worshipping member(s) of Lawford Church whose application is supported in writing by the parish priest (See NOTES);
4. Children living in the priority admissions area; (please use the link on the Essex admissions website to check if you live in our catchment area - [https://secureweb1.essex.gov.uk/CAS/Priority-Admissions-\(Catchment\)-Area.aspx](https://secureweb1.essex.gov.uk/CAS/Priority-Admissions-(Catchment)-Area.aspx))
5. Children whose parent(s) or legal guardian(s) are active worshipping member(s) of any other Anglican or non - Anglican Christian Church whose application is supported in writing by a parish priest, minister of the religion (See NOTES);
6. Other children who do not satisfy the above criteria.

### NOTES

Pupils with EHCP pupils whose EHCP names Lawford C of E Primary School will be admitted irrespective of our admissions criteria.

Within each of the above criteria, priority will be determined by straight line distance from home to school, those nearer being given the highest priority. All straight-line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance 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. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by a member of school staff not involved in admissions.

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<sup>1</sup> Updated in line with new School admissions code 2021.

**Criterion 1 Looked after Children;**

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 Admissions Code 2012. A looked after child is a child who is (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 (as defined in Section 22(1) of the Children Act 1989). *This will also apply to PLAC where the admissions authority to those children who appear to have been in a state of care outside of England and have ceased to be in a state of care as a result of being adopted.*

**Criterion 2 a relevant sibling** is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school in any year group (excluding the final year - for a September reception intake place ). Biological siblings who attend the preferred school in any year group (excluding the final year -for a September reception intake place) 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.

**Criteria 3 and 5 'active membership'** is defined in terms of regular worship, which means at least 12 times in the year preceding application, by the parents or guardians.

Applications to the school and the Local Authority must be made in line with Essex County Council co-ordinated admissions scheme.

It should be noted that, as a Voluntary Aided School, parents who wish to apply will be required to complete **two forms**.

**The Essex Admission Form** (available online at <https://www.essex.gov.uk/apply-for-a-primary-school-place> ). In addition, the school's **Supplementary Information Form (SIF)**, which must be obtained from Lawford Primary School, should also be completed by parents and returned to Lawford Primary School before the same date.

The school operates a waiting list maintained throughout the academic year for all year groups. The waiting list is held for a term (applications for September will be held on the waiting list until the end of the Autumn term). Should you wish to stay on the list for longer than a term you should notify the school office in writing.

**Summer-born children 2022 Entry**

If your child is summer-born i.e. born during the period 1 April 2018 and 31 August 2018 and you want him/her to start in Reception in September 2023 (instead of starting in the 2022-23 academic year), this is what you should write a letter to the Headteacher explaining your reasons for delay, including any supporting evidence. Examples of evidence could include a letter from the current nursery, a health professional etc. You should do this as early as possible, in case it is not agreed, and an application is required for a school place in September 2022.

The headteacher will then consider your case and may invite you to meet with her and the Early Years team to discuss the details of your request. There is no guarantee that this will be automatically agreed. If it is agreed this letter should be attached to your application on the ECC website. The school will still require a SIF.

If your request is not agreed and you would still prefer that your child starts in September 2023, you would need to make a mid-year application in the summer term in 2022 for a Year 1 place at this school. The application will not be dealt with as a Reception application.

**MID - YEAR APPLICATIONS**

From 1 April 2022, the school will administer its own mid-year applications. Parents should complete the form at Appendix B and a SIF (appendix A) - in case of a waiting list. For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. Appendix C shows the process the school will follow to administer the mid-year application process. The school will notify Essex County Council within two days of notifying a parent. A mid-year application is defined as **any** application to the school that is not a September entry into a Reception class ( these applications should continue to be made through Essex County Council).

Notes:

1. KS2 Classes will take to 32 in line with the school expansion plan agreed by Governors in July 2020. Then the PAN will become 60 as the Sep 21 reception cohort reached year 3 in Sep 24.
2. If a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.

APPEALS

Parents will appreciate that if a school is over-subscribed it may not be possible to offer a place in their preferred school. The School Standards and Framework Act 1998 does however, give parents the right to appeal against decisions of the Governors regarding admissions. Parents wishing to appeal should notify the Clerk to the Independent Appeal Panel care of the school, within twenty school days of receiving the decision of the Governors.

Appendix:

- A. SIF
- B. Mid-year application form
- C. Mid-year application procedure

**SUPPLEMENTARY INFORMATION FORM**

In addition to this Supplementary Information Form parents must make an application to the LA for a Reception place. Parents can apply online on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). The website also includes details of the deadline for submission of the applications.

Please use **BLOCK CAPITALS** and send the completed form to the School -use a separate form for each child

<b>Child's Details.</b>		
Surname:	Forenames:	
Date of Birth:	Boy/Girl	
Permanent Home Address (at time of applying):		
Postcode:		
<b>Details of Parents/Guardians.</b>		
Name:	Name:	
Relationship to child:	Relationship to child:	
Telephone:	Telephone:	
Home:	Home:	
Work:	Work:	
Mobile:	Mobile:	
Email:	Email:	
<b>Criterion applying under.</b>		
(Please refer to admissions policy available from the school) (please tick ü relevant box)		
1. Looked after children.		
2. Children with a sibling attending the school at the time of admission.		
Name of sibling (s)	Date of Birth	Year Group
i.		
ii.		
iii.		
iv.		
3. Children whose parent(s) or legal guardian(s) are active worshipping member(s) of Lawford Church. (Form overleaf must be completed and signed by parish priest before returning this SIF)		
4. Children living in the priority admissions area.		
5. Children whose parent(s) or legal guardian(s) are active worshipping member(s) of any other Anglican or non-Anglican Christian Church. (Form overleaf must be completed and signed by parish priest, minister or religious leader before returning this SIF)		
6. Other children who do not satisfy the above criteria.		

Parent(s)/Guardian(s) Signature(s) .....	Date.....
.....	Date.....

**To be completed by Parish Priest/Minister/Religious Leader.**

With reference to 'active membership' the School Admissions Policy states that this is defined in terms of regular worship, which means at least 12 times in the year preceding application, by the parents or guardians.

Are you able to confirm that the parent(s)/Guardian(s) of the child named overleaf are active members of your church as defined by the School Admissions Policy?    YES c NO c

If NO please give reasons for your answer:

.....  
.....  
.....

Signed .....Date.....  
Parish Priest/Minister/Religious Leader

Name .....  
(*block capitals*)

Name of Church .....

Address .....  
.....  
.....

**Mid-Year Application for a Primary, Infant or Junior School Place****You should not remove your child from their current school until a place has been secured elsewhere.****Section 1 – Pupil details**

Pupil surname			
First name(s)			
Date of birth	Year group	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Current school (or last school attended)			
Town and postcode of current school			
Is the child still attending? Yes <input type="checkbox"/>		No <input type="checkbox"/>	If no, last date of attendance
If the child is known by another name please add it here			

**Section 2 – Home address**

House number or name		Street	
Village	Post Town	Postcode	

**Section 3 – Parent/carer details**

Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to child		Home phone no.
Email address		Mobile phone no.

**Section 4 – Reasons for change of school**

a) Preferred date of admission			
b) If you are moving into the area, date of move			
<b>New address if different to Section 2</b> (please attach copies of proof of address (e.g. Exchange of Contracts or signed tenancy agreement).			
House number or name		Street	
Village	Post Town	Postcode	
c) Have you discussed your reasons for wanting a different school for your child with your child's current school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Has your child attended any other primary school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please give details:			
Name of school (1)		Date of leaving	
Reason for leaving:		Moved home <input type="checkbox"/>	Permanently excluded <input type="checkbox"/>
Other (please give reason)			

Name of school (2)	Date of leaving
Reason for leaving:                      Moved home <input type="checkbox"/> Permanently excluded <input type="checkbox"/>	
Other (please give reason)	

## Section 5 – Other details

Is your child cared for by a Local Authority or is he/she a previously looked after child (PLAC)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the child have an Educational Health Care Plan (previously known as a statement)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school's Admissions Policy)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please attach supporting evidence from the child's doctor or other health care professional.	

## Section 6 – School preference

Please state your preferred school in the box below). You do not have to give reasons for your preference. Any reasons you give should generally refer to the admissions policy.	
Preferred school	
Reasons	

## Section 7 – Siblings

If you have another child at this school please enter their details below.	
Name	Date of birth

## Section 8 – Other information

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## Section 9 – Declaration

I have read the notes of guidance for the completion of this form. I confirm that the information I have given is true and that I am a parent for this child.

Signed	Date
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Please return this form directly to Lawford CE Primary School – [admin@lawford.essex.sch.uk](mailto:admin@lawford.essex.sch.uk).

If you would like full details on how a school uses personal data, please visit the school website.

If you would like full details on how ECC uses personal data, please go to [www.essex.gov.uk/privacy](http://www.essex.gov.uk/privacy) or call 03457 430430



## Notes of Guidance on Completion of the Mid-Year Primary, Infant and Junior School Application Form

1. This form should be completed and then be sent directly to the Essex academy, foundation, or voluntary aided primary, infant or junior school that you wish to apply for. Contact details for every school in Essex can be found via the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) using the “Admissions booklets” link.
2. You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a place for your child. To find out if there are places, you will need to contact the school(s) directly.
3. If you do decide to apply for more than one academy, foundation or voluntary aided school, you need to make a separate application on a separate form for each school.
4. Once you have sent your application to the school, the school must write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.
5. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date.
6. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) from the ‘Submit an Appeal’ link.
7. Applying from overseas – For non-UK citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.
8. If, having applied for a place, you do not manage to secure a school for your child (and you are living in the Essex County Council area\* or have a confirmed move into the County), please contact School Admissions at Essex County Council on Tel: 0345 603 2200 for further support and advice. The email address for School Admissions is [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk).
9. **Please remember – applications must be sent direct to the academy, foundation and voluntary aided school(s) in question and not Essex County Council.**

\* If you live in Essex you will pay your Council Tax to one of the following Borough/District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.

## Mid-Year Application Process for own admission authority schools

