



Moreton C of E (VA) Primary School

MORETON C of E (VA) PRIMARY SCHOOL



Admissions Policy for academic year 2023/24

Created/updated: January 2022
Ratified by Governing Body: Spring 2022
Due for review: January 2023

Admissions Policy 2023/2024

This policy should be read in line with Essex County Councils Admissions process.

Moreton C of E (VA) Primary School applies the regulations on admissions fairly and equally to all those who wish to attend our school. Admissions are dealt with in accordance with agreed guidance as produced by Essex County council. Published admission number. Information regarding the process of applying for a place can be found on the Essex admissions pages: <http://www.essex.gov.uk/admissions>

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. We adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their preference. However, this is not always possible, due to excess demand on the places available.

Published Admission Number: 30 per year group

In the event of oversubscription places will be allocated on the following basis:

1. Looked after children will be given first priority ahead of all other applicants.*
2. Children with a sibling attending the school, and who will still continue to attend in the next academic year
3. Children living in the priority admissions area of the school.
4. Children whose parents are involved in the work and worship of the Anglican Church, subject to a reference from the Church.
5. Children whose parents are involved in the work and worship of a non- Anglican Christian denomination, subject to a reference from the Church.
6. All other applicants

**The description of a 'looked after child also applies to a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. 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 (see the definition in section 22(1) of the Children Act 1989).*

The oversubscription criteria must comply with all of the mandatory provisions of the School Admissions Code.

In the event of over-subscription, the criteria will comply with all the mandatory provisions of the School Admissions Code; within the above criteria priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Distance will be measured using the Local Authority's geographical Information System.

For criteria 4 & 5, a Supplementary Information Form (SIF) must be completed and a reference obtained – see Appendix 1.

Exceptional medical circumstances (supported by medical evidence) may override the above.

Where possible, and in liaison with the LEA, the school makes provision for admitting children with disabilities. The school is on one level and has ramp access to the main building and the demountable library. There is a disabled toilet with changing and shower facilities. Through its Accessibility Plan the governing body regularly reviews access and the existing facilities. Recent adaptations have been made to the main block toilets to improve access.

Children with an **Education, Health and Care Plan (EHCP)** that name the school on the plan are required to be admitted to a school regardless of their place in the priority order.

Late applications

Applications must be made by the National Closing Date detailed in the Primary Education in Essex and Secondary Education in Essex booklets which are available from the LA. Late applications will be dealt with as detailed in these booklets for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA.

Waiting List

The school will hold a waiting list for children for whom no place is immediately available until the end of the term in which they apply to join the school. At the end of every term we will make contact to ask if unsuccessful applicants wish to remain on the waiting list going forward. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria. The Local Authority will not maintain waiting lists beyond the first week of the autumn term, however parents will have the opportunity to register their continued interest in a place. Places will be offered by the school as they become available and in line with this Admissions Policy.

Admission Arrangements

As required by law, we provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place. Parents can defer the date their child is admitted to school until later in the school year or until the child reaches compulsory school age in the school year.

The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point. 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 beginning of the final term of the school 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. Any parents interested in taking up a part-time place initially should contact the school for further details as to what this would entail. 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.

Further details are provided in the 'Primary Education in Essex' booklet which can be found at <http://www.essex.gov.uk/admissions>

Parents who want to differ from usual school practice are required to discuss this with the Head Teacher.

Mid year applications

From April 2022, schools will be required to manage their own mid-year applications. Details of the process followed by the school is in Appendix 2. This includes the relevant application form.

Children transferring from other schools will normally be admitted at the beginning of a new term, unless they are moving into the catchment area of the school or unless by special arrangement with the school. The school will inform parents directly and Essex County Council of the outcome. The school holds a waiting list; if following the outcome of the application, parents wish for their child to be placed on the waiting list **they should contact the school directly to request this.**

Appeals against decisions

Parents have a right of appeal to an independent appeals panel constituted and operated in accordance with the School Admission Appeals Code. Should you wish to appeal the decision please contact Essex County Council: www.essex.gov.uk/after-your-school-offer/appeals

Appeals timetable

| | |
|---|---|
| National Offer Day | Parents informed of outcome of application |
| 20 school days after National Offer Day | Deadline by when appeals should have been logged |
| Summer Term: possible for late appeals | Appeals heard for those lodged by deadline and where |
| September onwards | Appeals heard for any appeals not heard before end of academic year |

Appeals for mid-year admissions cases should be lodged within 20 days of receipt of the letter refusing a place at the school. All other arrangements regarding a **hearing will follow the same process and a similar timeframe as those outlined above.**

Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the Local Admission Forum.

The policy will be reviewed annually, or earlier in light of any changed circumstances, whether in our school or the local area.



Appendix 1

SUPPLEMENTARY INFORMATION FORM (SIF)

For child's application to Moreton C of E Primary school

This form should be completed by parents not **more than 3 months before the closing date of applications** then handed to your minister, with a stamped envelope addressed to the school. The Minister should return it directly to the school. It need only be completed by those applicants applying under church criteria. Please read the accompanying notes.

| | |
|---------------------------|--|
| Name and address of child | |
| Date of Birth: | |

Please give details of the principal place of worship attended in the last three years. (If you wish endorsement from more than one minister, please supply details on a separate piece of paper)

| | |
|--|--|
| Name of Church: Denomination of Church: | |
| Name and full address (inc postcode) of Minister: | |
| Minister's telephone number: | |
| Which family members attend worship: | |
| How regularly do you attend? | Monthly or more frequently / Less than monthly |
| Please list all aspects of your lay involvement (apart from Sunday worship) in the life and work of your church. | |
| Parent's signature Date | |

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To the Minister. Could you confirm the details completed above. Please add any comments you think may be helpful for the school to understand the Christian commitment of this family, then pass the form directly to the school in the envelope the parents have provided. Thank you

Minister's signature:

Date:

Notes to accompany the SIF

Please read these notes carefully before completing the form as they form part of our admissions policy.

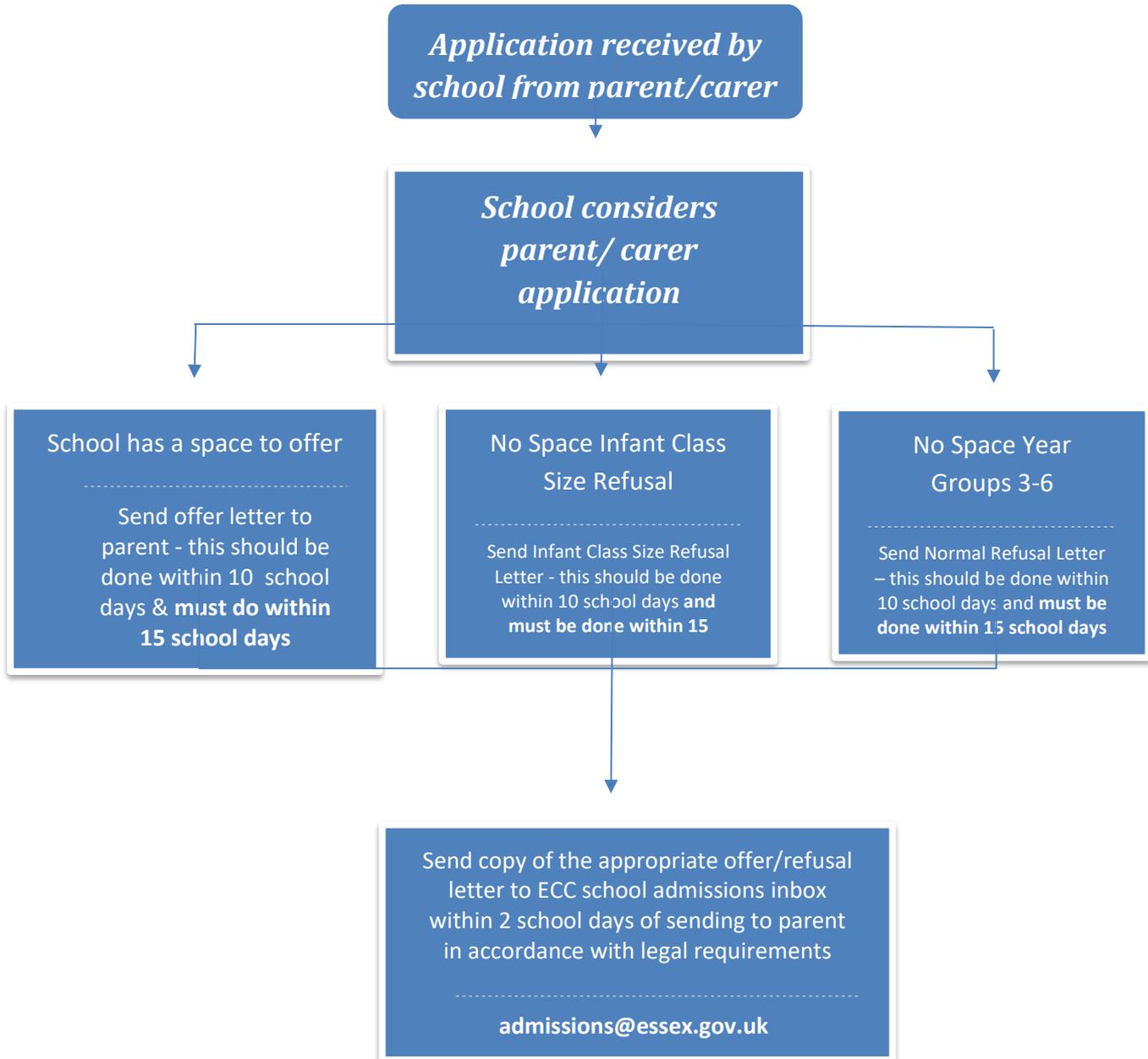
The Supplementary Information Form **must be** completed by those parents wishing to apply for a place at Moreton under 'church criteria'. These are currently priorities three and four in our published admissions criteria.

In the event of over subscription in any of the criteria four (parents involved in the work and worship of the Anglican church) and five (parents involved in the work and worship of a non-Anglican Christian denomination) our published admissions policy the following will determine the order of priority:

1. Children whose parents (or one parent) attend church at least monthly. In the event of over subscription in this category, priority will be given to those who have lay involvement in the life and work of the church.
2. Children whose parents (or one parent) attend church at less than monthly.
In the event of over subscription in this category, priority will be given to those who have lay involvement in the life and work of the church.

In the event of over subscription in 1 – 2 above, priority will be determined by straight line distance from home to school, those living closest to the school being given the highest priority.

Appendix 2 Mid-Year Application Process





Mid-Year Application for Moreton C of E Primary School

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 | | | |
| New address if different to Section 2 (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? | 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

| |
|--|
| |
|--|

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 |
|--------|------|

Please return this form directly to the school for which you are applying.

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 or call 03457 430430



Notes of Guidance on Completion of the Mid-Year Application Form for Moreton C of E Primary School

1. This form should be completed and then be sent directly to the Moreton C of E Primary School, Church Road, Ongar, Essex, CM5 0JD. Contact details for every school in Essex can be found via the website 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 will 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 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.
9. **Please remember – applications must be sent direct to the school 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.