



*Moreton C of E (VA) Primary School*

# **MORETON C of E (VA) PRIMARY SCHOOL**



## **Admissions Policy for academic year 2025/26**

Created/updated: January 2023  
Ratified by Governing Body: Spring 2023 (reviewed Spring 2024)  
Due for review: January 2025

**\*\*updated January 2024 as per notification from school's adjudicator**

## **Admissions Policy 2025/26**

**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 or previously looked after children\*
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 worship of the Anglican Church, subject to a reference from the Church.
5. Children whose parents are involved in the worship of a non- Anglican Christian denomination, subject to a reference from the Church.\*\*\*
6. All other applicants

### **Looked After or previously 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, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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)."

### **Siblings**

\*\*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 family unit in the same family household and address who attends the preferred school in any year group excluding year 6.

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.

For mid-year applications a 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 as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

## **Priority Admissions Area**

A map of the priority area is shown in Appendix 2

## **Faith criteria**

\*\*\* 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 Supplementary Information Form **must be** completed by those parents wishing to apply for a place at Moreton under criteria 4 or 5. Eligibility will be determined as follows:

- a. Children whose parents/carers (or one parent/carer) attend church at least monthly for a period of 24 calendar months prior to the closing date on which the application is submitted.
- b. Children whose parents (or one parent/carer) attend church at least 12 times during the last 24 calendar months prior to the closing date on which the application is submitted.

Failure to complete a SIF will mean any applications will be considered under the next most appropriate criterion. In the event of over subscription in a & b above, priority will be determined by straight line distance from home to school, those living closest to the school being given the highest priority. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

## **Distance tie breaker**

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.

For admissions purposes we use 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. The definition of the home address is as described below.

Straight line distance is measured from the address point of the home address to address point of the school. It is taken from the front door of the home address and the front door of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home.

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 the Headteacher of Moreton C of E Primary School. Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number is used to allocate the place – the lowest number is given priority. If 2 applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.

### **Home address**

Applications will normally be processed on the basis of the home address for the child at the time of application and determination.

The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident', including overnight. This is generally the address of the parent/carer.

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 a 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 that address (where the child resides for the majority of the school week) and proof of address and formal residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Where there is an eligibility for child benefit, evidence that the adult with whom the child is 'ordinarily resident' receives the child benefit may be requested. If the adult(s) with whom the child is 'ordinarily resident' is not in receipt of the child benefit, further enquiries may be made and evidence requested to confirm that the child is 'ordinarily resident' at the stated address, for example, GP/health registration address evidence.

Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person.

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. For those who have applied through reception cohort, the waiting list will be held until 31st December of each school year of admission when oversubscribed. 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 have the right 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.

Where a parent of a 'summer-born' child (1 April – 31 August) 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. The process to be followed is defined in detail in the 'Primary Education in Essex' booklet. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted.

The governing body 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. Further details are provided in the 'Primary Education in Essex' booklet.

If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

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 3. 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](http://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	Deadlines by when appeals should have been lodged
Summer Term: possible for late appeals	Appeals heard for those lodged by deadline and where possible for late appeals
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.



Moreton C of E (VA) Primary School

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)

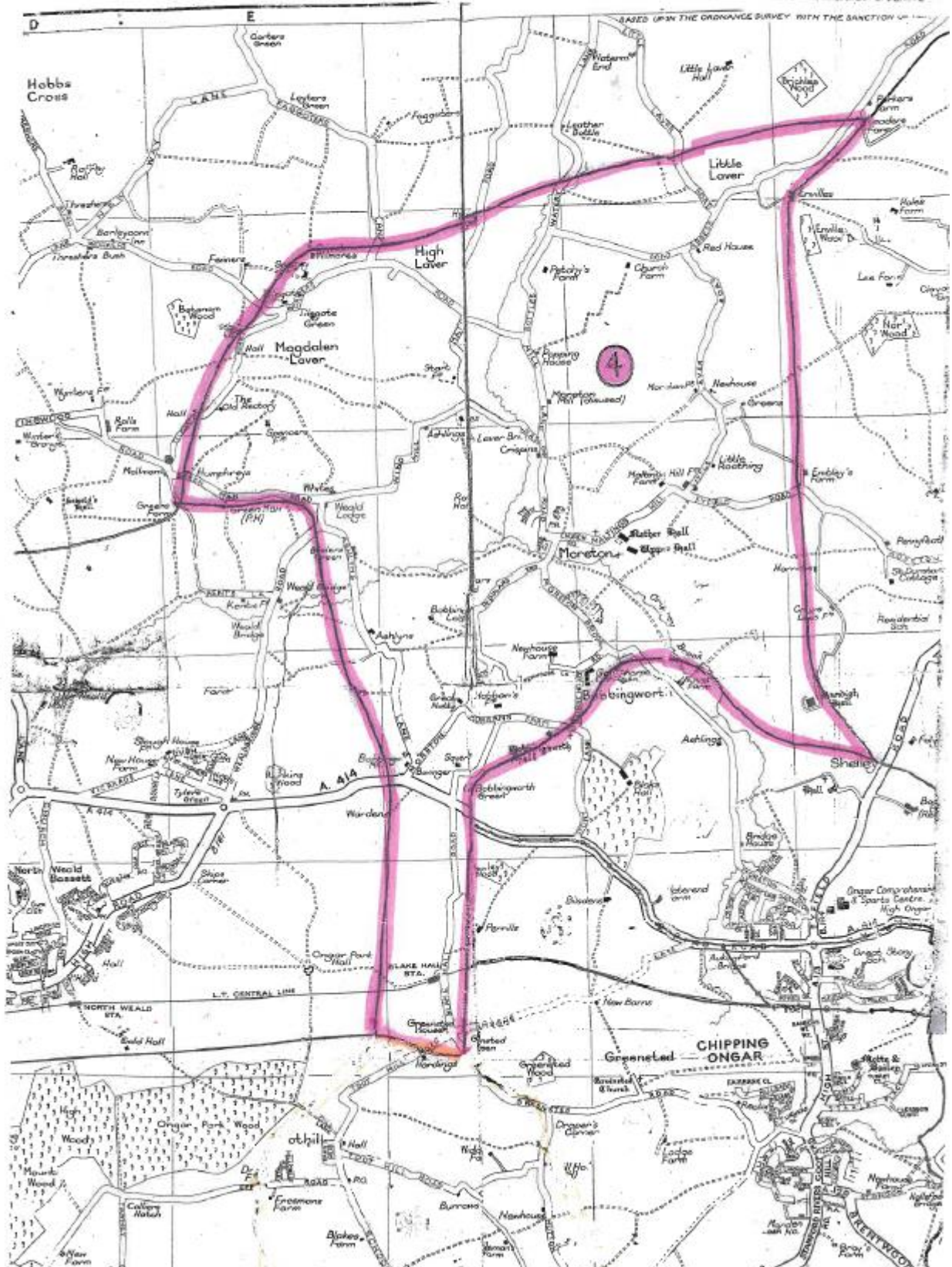
Name of place of worship:
Denomination:
Name and full address (inc postcode) of Minister:
Minister's telephone number:
Which family members attend worship:
How regularly do you attend?
How many months/years have you attended?
Parent's signature
Date

To the Minister: Could you confirm the details completed above. Please then pass the form directly to the school in the envelope the parents have provided. Thank you

I confirm that the above information is correct.
Minister's signature:
Date:

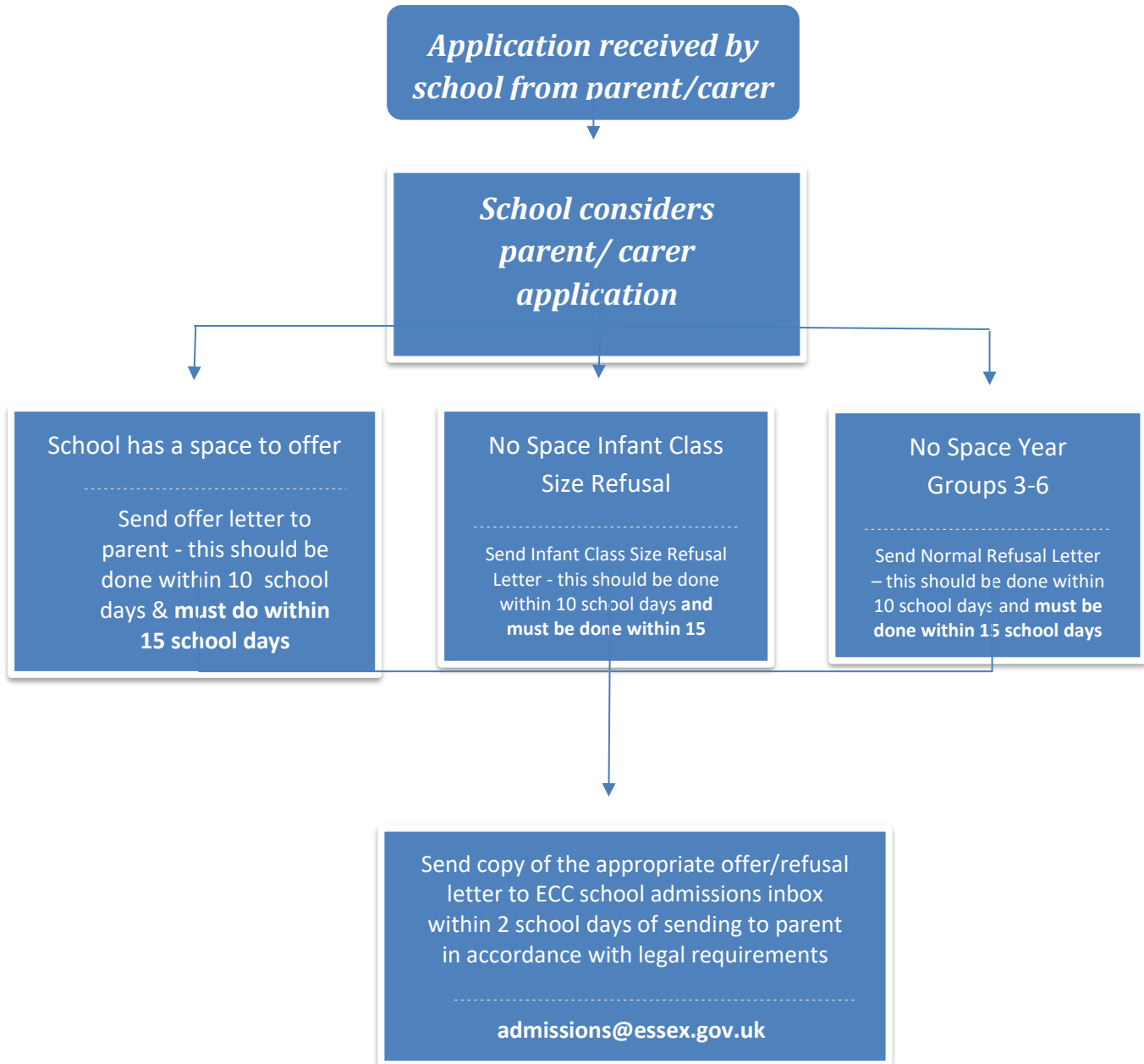
**Appendix 2**

priority admission area





## Appendix 3 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			
<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?	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 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](http://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](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 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](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 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.