



Thaxted Primary School

Admissions Policy for the 2023/24 Academic Year

Policy Date: Autumn 2021	Review Date: Autumn 2022	Responsible Person: Governing Body In Conjunction with: Headteacher
Other Policies to be read in conjunction with this policy:		SEND Policy Equality Information Equality and Diversity in Employment

This policy was approved by the Full Governing Board on the 15/10/2021

The Governing Body of Thaxted Primary School is the admission authority for the school.

The school currently has the physical capacity to provide for 266 pupils. The admission number to admit is 38 for each year group from Foundation to Year 6.

Subject to the availability of places, we shall be pleased to admit any child whose parents wish them to be educated at this school. If a child has a disability it is always wise to inform the school before application, to ensure reasonable adjustments can be made.

Applications must be made in accordance with the co-ordinated scheme operated by the child's home local authority. For children resident in Essex, this is detailed in the Primary Education in Essex booklet. Applications for Foundation Stage children must be made by the National Closing Date, detailed in the Primary Education in Essex booklet, which is available from Essex County Council. Late applications will be dealt with as detailed in this booklet for children resident in Essex. Children resident outside Essex should refer to the process for handling late applications published by their home local authority.

All mid-year applications will be processed by the school. Please see the admissions information on the school website.

The Headteacher welcomes visits to the school, by appointment, by anyone interested in seeking a place for their child.

Children with an Education Healthcare Plan are required to be admitted to Thaxted Primary School if named in the plan.

If applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1. Children Looked After *
2. Children with a sibling** attending the school
3. Children living in the catchment area***
4. Remaining Applications****

*Children Looked After or children who have previously been looked after (e.g. adopted)

**Sibling is defined as a child living in the same family unit, in the same family household and address as a child who attends the preferred school or partner school in any year group excluding the final year. This, therefore, includes brothers and sisters, adopted brothers and sisters or stepbrothers and stepsisters living in the same family unit in the same family household. In addition, biological siblings, in any year group excluding the final year, will 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.

***A map showing the defined catchment area is available upon request.

****In the event of over-subscription within any of the above criteria, priority will be determined by straight-line distance from home to school, those living closest being given the highest priority. Essex County Council will supply straight-line distances as defined in the Primary Education in Essex booklet.

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

Unsuccessful applications will be given the right to appeal against the refusal of a place at the school. Information about how to appeal will be provided at the relevant time.

A list of unsuccessful applications for children starting school in the Foundation Stage will be held at the school until the end of the autumn term.

Early Years Admission

All children may start in the September following their fourth birthday. Parents may request that the date their child is admitted to the school is deferred until a later term in the school year or until the term in which the child reaches compulsory school age in that school year.

Parents may request that their child attends part time until the term in which the child reaches compulsory school age.

Parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they be admitted out of their normal age group – to reception rather than year 1.

Applications for children out of the normal age group will be considered by the Governing Body and the relevant professionals when the LA, under co-ordination, request the school to consider such applications. In all cases, supporting evidence should be provided.