



# Thaxted Primary School

# Admissions Policy

for the

# 2026/27 Academic Year

<b>Policy Date:</b> Autumn 2024	<b>Review Date:</b> Autumn 2025	<b>Responsible Person:</b> Governing Body <b>In Conjunction with:</b> Headteacher
<b>Other Policies to be read in conjunction with this policy:</b>		SEND Policy Equality Information Equality and Diversity in Employment

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.

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. The schools planning and Admissions Department at Essex County Council allocate all intake of children wishing to join Thaxted Primary School. In the first instance you will need to contact 0845 603 2200 to request a common application for or apply online at [www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx](http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx)

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.

### **Early Years Admission**

Parents/Carers can apply online to Essex County Council on [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

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.

Parents of a summer born child (22<sup>nd</sup> April – 31<sup>st</sup> August) 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 Board and the relevant professionals. These requests must be made directly to the school. Full information on this process is available in the Primary Education in Essex booklet, available to view on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). In all cases, supporting evidence should be provided. Applicants will need to send the headteachers decision letter to the LA, in accordance with the process outlined in the booklet.

Parents may also defer their child's start date until the term after they have turned 5. Where entry is deferred, Thaxted School will hold the place for that child and not offer it to another child. The parent would not be able to defer entry beyond the beginning of the term after the child's fifth birthday, as the child will have then reached compulsory school age at that point.

You can request that your child attends part-time until they reach compulsory school age. If you are interested in taking up a part-time place, please contact the school for further details as to what this would entail.

### **Mid- year Admissions & Waiting Lists**

For mid-year applications to Thaxted Primary School, please do contact us, so that you can add your child to our waiting lists that we hold or send an application pack if spaces are available.  
All mid-year applications will be processed by the school.

### **Oversubscription**

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. Children of members of Thaxted Staff
5. Children with a sibling attending the school living outside the catchment area
6. Remaining Applications

A map showing the defined catchment area is available on the school website.

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.

### **Appeals**

If a parent is informed of the decision to refuse their child a place at Thaxted school, a written letter will be sent giving a reason why the place has been refused, along with information about the right to appeal; the deadline for lodging an appeal, which will be 6 weeks from the date of the letter and the contact details for making an appeal. Parents wishing to appeal, must set out their grounds for appeal in writing.

The governing board will then hold an appeal hearing whereby the parent will be invited to present their case.

The Headteacher will then explain why they refused the application. The parents will then have the right to explain to the panel why they think their child should be given a place at the school. After the appeal hearing the parents will receive a letter with the panel's decision within 5 school days, however, this may take longer during the summer term. The decision is final and binding on all parties.

If your appeal is successful, the child will be offered a place.

### **Key definitions**

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

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 over subscription criteria ahead of all other applicants in accordance with the Schools Admission 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 be a local authority in the exercise of their social services functions (as defined in Section 22 (1) of the Children Act 1989.)

**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.