



Headteacher: Mr M Carter-Tufnell

Remercie Road
Mistley
Manningtree
Essex
C011 1LS

Telephone: (01206) 392675

E-mail office@mistleynorman.essex.sch.uk

Website: www.mistleynormancofe.co.uk

ADMISSION OF PUPILS: Academic Year 2022-2023 **Policy and Numbers**

'I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit;'
John 15:5

Mistley Norman C. of E. Primary School and Nursery welcomes applications from interested parents. It is the policy of the Local School Board of the Vine Schools Trust to admit children of all parents who indicate a preference for their children to be educated at the school subject to the availability of places.

As required by law, this school provides for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. 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. 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 academic year for which the original application was accepted, except for Summer born children as detailed below.

Parents of a summer born child (1 April-31 August) who wish their child to start school in the Autumn term following their fifth birthday will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from the relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted in all cases. The Diocese of Chelmsford Vine Schools Trust is the admission authority for the school, and has delegated responsibility to the Local School Board who, in line with Trust policy 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, i.e. the child's normal age appropriate cohort. 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.

Parents can also request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part time place this would be agreed in partnership with the school, who will provide details of the part time hours available upon request.

The deadline and process for applications must be made in accordance with the co-ordinated scheme operated by the Local Authority. For children resident in Essex this is detailed in the Primary Education and Secondary Education in Essex Booklets. Parents who wish their children to attend the school should complete the online Common Application Form (CAF), details are available on the website essex.gov.uk/admissions for information on when to apply. A paper copy of the CAF form will only be sent to Parents if a request is made by the Parent to the Local Authority. 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.

Cont/2

For mid-year applications, a mid year application form needs to be completed online or printed and returned directly to Essex County Council's School Planning & Admissions, who will apply to the schools you list, including Mistley Norman C. of E. Primary School and Nursery on your behalf. A copy of the application form can be requested from: School Planning & Admissions, Essex County Council, PO Box 4261, Chelmsford, Essex, CM1 1GS – Telephone 0845 603 2200 e-mail admissions@essex.gov.uk or alternatively a form can be downloaded from School Planning & Admissions website: www.essex.gov.uk/admissions.

The number intended to admit in each academic year is 20.

Applications must be made by the Statutory Closing Date of 15th January, as published in the Primary Education in Essex Booklet. All admissions are made through the local authority. This means that parents need only complete one application form that is submitted to the local authority planning and admissions office.

There is no guarantee of a place for children living in the priority admission area. In the event of over subscription, places will be allocated using the following criteria in the order given:

1. Children Looked After and previously Children Looked After
2. Children with a sibling attending the school
3. Children living in the priority admission area
4. Remaining applications

Children with statements of special educational needs

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

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. Exceptional medical circumstance (supported by medical evidence) may override the above (other than Children Looked after or previously Children Looked After).

A waiting list will be maintained for one year for Reception and all other year groups.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from the child's home to a point which is the school, those living closest to that point being given the highest priority.

Cont/3

Siblings

For applications made in the normal admission round, or mid-year, 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 home and address, who attends the school with an expectation that the sibling will be attending at the time of admission. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after become subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of 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 (see the definition in Section 22 of the Children Act 1989) at the time of making an application to a school.*

Children with Statements of Special Educational Needs

Children with statements of special educational needs or Education, Health and Care (EHC) Plan that names the school on the statement, are required to be admitted to a school regardless of their place in the priority order.

**A Statement of Special Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. An Education, Health and Care plan (EHC) is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special education provision required for that child.*

Waiting Lists

All unsuccessful applicants will be held on a waiting list, ranked in priority order, according to the admissions criteria for the school. This applies to both on time and late applications. The school will hold these waiting lists until the end of the autumn term, following the term in which the application was refused.

It is to be noted that waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is possible, therefore, that a child's position on a waiting list could move down as well as up.

Appeals against Admissions Decisions

Parents have the right to appeal against admissions decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer pack. Notice of appeal should be sent to the clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, Essex CM1 1LX within 20 days of receiving Offer Letter.