


**All Saints' Church of England Primary
School
Dovercourt**



Admission Policy

2025-2026

Date approved by FGB	February 24
Date for review	January 25
Signed by COG	



ADMISSIONS POLICY
ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL, DOVERCOURT
September 2025-2026

Policy and Numbers

Subject to the availability of places within the published admission number of 30 in each class, it is the policy of the Governing Body to admit children of all parents who opt for their children to be educated at this school.

Applying for a school place in EYFS

This policy should be read in conjunction with the booklet 'Primary Education in Essex' produced annually by Essex County Council and available from LA, Planning and Admissions Department; School Admissions, Essex County Council, PO Box 4261, County Hall, Chelmsford, CM1 1GS, email admissions@essex.gov.uk Essex has introduced a coordinated admissions scheme and you must apply on the Common Application Form for Essex Schools. (www.essex.gov.uk/admissions) For advice please contact us on 0345 603 220. Where applicable, the school will then request that a Supplementary Information Form be completed in order for the Governing Body to apply the admissions criteria below*. Where appropriate this will include giving the name and address of a priest, minister or faith leader from whom the Governors may obtain a reference.

Age of Admission/Deferring Entry into School

As required by law, all Essex infant and primary schools 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, then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred 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, All Saints' 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.

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 All Saints' for further details as to what that would entail.

Where parents choose to defer entry, a 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 (22 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 normal admission round for the following academic year. Supporting evidence from relevant professionals working with that child and family stating why the child must be placed outside their normal age appropriate cohort must 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. 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.

Oversubscription

When applications exceed the intended number the following criteria are used to determine which children are admitted in the order listed:

1. Children who are looked after, or who was previously looked after ¹.
2. Whether the child has siblings on roll at the school at the point of their entry to the school ².
3. *Whether the parents or child are actively and regularly involved in the activities and worship of the Parish churches of Harwich, Dovercourt, Parkeston, Ramsey and Little Oakley to the boundaries to Great Oakley. The Governors will request a supporting statement from the priest or minister.
4. *Whether the parents or child are actively involved in the activities and worship of another Christian denomination. The Governors will request a supporting statement from the priest or minister.
5. *Whether the parents or child are actively and regularly involved in the activities and worship of another faith and wish their child to attend a Church School because of its specifically religious emphasis. The Governors will request a supporting statement from the leader of the faith concerned.
6. Remaining applications.

In the event of over subscription in any category, the straight line distance between home and school will be taken into account with those whose habitual home is nearest the school being given priority.³ All straight line distances are calculated electronically by the Local Authority. The data plots the co-ordinates of each property and provides the address points between which straight line distance is measured and reported to three decimal places.

*The Governors define active and regular involvement as attending Church on at least four occasions over the previous 12 months excepting Christmas, Easter, weddings, baptisms and funerals.

¹ SAC Section 1.7 states: All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in this Code, to looked after children and previously looked after children ...

² SAC Section 1.11 states: Admission authorities **must** state clearly in their arrangements what they mean by 'sibling' (e.g. whether this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of the school)...

³ SAC Section 1.13: Admission authorities **must** clearly set out how distance from home to the school will be measured, making clear how the 'home' address will be determined and the point in the school from which all distances are measured.



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 or partner school in any year group excluding the final year. Biological 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.

Exceptions

A child with a statement of educational need that names All Saints' C of E School as the provider of education will be admitted irrespective of the above criteria.

Looked after children, or a child who was previously looked after, i.e. children in public care, will be accorded the highest priority within each category for admission in accordance with the guidance of the Local Authority.

Waiting List

School Admissions will hold a waiting list for all oversubscribed schools until the end of the autumn term and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place.

Late Applications

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given a lower priority and will be dealt with after all the applications in the first round of offers on 16 April 2025. Where a school is oversubscribed late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school. All late applications will be considered by the Local Authority to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Where a school is oversubscribed late applications received after the first round of offers on 16 April 2025 will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Appeals against admission decisions

Parents have the right to appeal against admission 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, CM1 1LX.

Mid-year admissions

Applications for school places outside the normal admissions round

All mid-year applications should be made directly to the school/academy, using the mid-year application form available on our website and/or the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to EYFS.

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

Determination:

1.46 All admission authorities **must** determine admission arrangements by **15 April** every year, even if they have not changed from previous years and a consultation has not been required.

1.47 Once admission authorities have determined their admission arrangements, they **must** notify the appropriate bodies and **must** publish a copy of the determined arrangements on their website displaying them for the whole offer year (the academic year in which offers for places are made). Admission authorities **must** send a copy of their full, determined arrangements to the local authority as soon as possible before **1 May**. Admission authorities for faith schools **must** also send a copy of their arrangements to the body or person representing their religion or religious denomination.



Supplementary Information Form

Child's personal details:

Surname:.....

Forename:.....

Date of birth:.....Sex: M/F

Address:.....

.....

.....Postcode:.....

Parent's details:

Mother's Name:.....

Address (if different from the child).....

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.....Postcode:.....

Telephone number:.....Mobile number:.....

Father's Name:.....

Address (if different from the child):.....

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.....Postcode:.....

Telephone number:.....Mobile number:.....

Church Affiliation:

Church attended:.....

Name of Minister/Leader:.....

Minister's/Leader's Telephone Number:.....

Degree of parents'/child's (not grandparents) involvement with church excluding Christmas, School Services, Weddings, Baptisms etc.

(Please tick) Weekly:.....Monthly:.....Occasionally:.....(if so, how often in the last year?).....

Church involvement includes: Church services: yes/no Sunday School: yes/no

Bible Study: yes/no Other: (please specify).....

Length of time parents have been involved with the church:.....years.....months

Minister's/Leader's comments to support this application: (this needs to be completed by the Minister/Leader)

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Minister's/Leader's signature:.....Date:.....