



**Fingringhoe**

Church of England (VA) Primary School

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# **ADMISSIONS POLICY 2025-26**

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Last reviewed: March 2023

Next review: February 2024

## Policy and Numbers

The governors welcome all applications for admission to the school. Parents wishing for their child to attend the school should make a formal application through the co-ordinated primary admissions scheme operated by Essex County Council, using the common application form. Applications for Year R must be received by the Local Authority on or before their published closing date for admission.

**The initial number of intended admissions for the year commencing 1st September 2025 will be 15.**

**All children whose 5th birthday falls between 1st September 2025 and 31st August 2026 will be admitted in September 2025.**

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. 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. Parents can also request that their child attends part-time until the child reaches compulsory school age - this would normally be afternoons at Fingringhoe. Where deferred entry is requested, the school will agree an appropriate start date for the child. Children with statements of special educational needs that name Fingringhoe Primary School in the statement will be admitted.

**The Headteacher welcomes visits to the school by anyone interested in seeking a place for their child. If an application is to be made, parents will be invited to complete the school's 'Supplementary Information Form' in support of this.**

In the event of there being more applicants than places available the following criteria will apply in priority order. Should there be more applicants than can be accommodated that fall within any one of these selected criteria, then places will be assigned first to those living closest to the school on the basis of straight-line distance. Distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the distance from the home address to the school.

### Admissions criteria

- i) Looked After Children.
- ii) Whether the pupil resides in the civil parish of Fingringhoe.
- iii) Whether the child has any brothers or sisters at the school where the older child/children is in any but the final year. This does not include half-siblings not living in the same household.
- iv) Whether the parents are regularly involved (at least once a month) in the worship of the parish church in Fingringhoe. This should be supported by a Supplementary Information Form signed by the Rector.
- v) Whether the parents are regularly involved (at least once a month) in the worship of another Anglican Church and express a preference for a Church School education. This should be supported by a Supplementary Information Form signed by the parish priest.

- vi) Whether the parents are active members of a non-Anglican Christian denomination regularly worshipping (at least once a month). This should be supported by a Supplementary Information Form signed by the priest or minister in charge.
- vii) Whether the parents, although worshipping in another faith at least once a month, wish their child to attend a Christian school because of its specific religious emphasis. This should be supported by a Supplementary Information Form signed by the priest or minister in charge.
- viii) Children whose parents have no specific faith but wish their child to attend a Christian school because of its special religious emphasis.
- ix) Remaining applications. If there are more applications than places, then admission will be decided on the basis of straight-line distance (see above).

## **Appeals**

Parents have a right to appeal to a Statutory Independent Appeals Committee.

## **Waiting List**

The school will hold a waiting list for the remainder of the academic year for which applications have been made.

Looked after Children – definition 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. 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(1) of the Children Act 1989).

In the event of oversubscription 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.

## **Admissions Years 1 - 6**

The Governors have determined that the present admission limit for all year groups is 15. Any applications, to take up a place from September of the next academic year, will be dealt with after the 31st of May. Waiting lists are maintained for all classes for two complete terms following any application. Mid-Year application forms are available on the school’s website.

## **Over-subscription Years 1 - 6**

The policy set out above will be applied in the event of over subscription to any of the year groups 1 - 6.

**FINGRINGHOE CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL  
SUPPLEMENTARY INFORMATION FORM**

**Child's Full Name**

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**Date of child's Birth**

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**Parent's Names and Address (or Guardian)**

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**Name of church/chapel or place of worship:**

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**Name of Priest or Minister in Charge:**

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I certify that this family are active members of our worshipping community and attend church/chapel/place of worship regularly (at least once a month).

Signature of Minister in Charge: -----

If there are any special social, medical or pastoral reasons for your child to attend Fingringhoe C of E (Aided) Primary School please give the reasons below. This application should also be supported by statements from the relevant professional(s) involved with your child.

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Signature of Parent/Guardian: -----

Date of Application: -----