



# Admissions Policy

**"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)**

This is a model policy for all Vine schools that has been reviewed and adapted for  
Howbridge CofE Junior school.

Policy Reference:	
Approved by Vine Schools Trust on:	Summer 2022
Adopted by this school on:	
Next review:	

*This model policy applies to the Academy Trust. Each Local Schools Board is responsible for proposing sections to meet its local context where this is permitted, subject to approval by the Trust Board. Any such changes must comply with the Trust's overall Policy and with the requirements of the Admissions Code 2021, the Admissions Appeal Code and their associated regulations.*

## Introduction

Our vision for the Trust is that our schools are places where pupils grow and thrive, where we share our Christian values with them and the communities we serve. We endeavour to ensure our children are receiving an education that helps them to realise their true potential and encourages them to approach life with Christian character. As the Church of England Vision for Education puts it, our schools are deeply Christian, serving the common good.

As a church school, we believe that to love God is to love our neighbour. If God is within us, we shall be good neighbours and show God's love to the world. Our school seeks to reflect the Christian understanding that all people are precious to God. Emphasis is placed on an education for life, developing each child's particular talents within a happy, caring, and disciplined environment, where co-operation, mutual respect and responsibility are encouraged.

Recognising its historic foundation, Howbridge CE Junior School preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The School aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Consequently, our admissions policy reflects these core values: we were founded to bring education to our local communities and so our admissions arrangements give priority to those communities and in particular to the most disadvantaged and vulnerable. We also recognise that our schools rightly offer an opportunity for parents who value our approach to education and to faith and that we have strong and lasting links with the Church of England. We also want our schools to be welcoming and inclusive, open to people of all faiths and beliefs and backgrounds. Our admissions policies will therefore give priority to the local community and will, where appropriate, enable those who particularly value our Christian ethos to have opportunities to be part of our school community, insofar as this makes the school more inclusive and welcoming.

Since our School is a Church of England school, it and the Trust must consult with the Diocese of Chelmsford about certain things, including our admissions arrangements. That is because the Diocese is what is known as our Representative Religious Body and we must have regard to its advice on these matters.

## Responsibilities

- a. The Diocese of Chelmsford Vine Schools Trust (the Trust') of which Howbridge CE Junior School is a part, is the Admissions Authority and is responsible for the admission arrangements of the School. This document sets out the admission arrangements of the School for the academic year 2025/2026.
- b. Each School will participate in the co-ordinated admissions process for normal admissions in the local authority in which it resides. For this school, that is normally Essex County Council and details of the admissions procedure for 2025-2026 can be found at <https://howbridgejunior.co.uk/key-information/admissions/>
- c. The Trust Board has delegated the implementation of some admissions duties to its Local School Boards. Those responsibilities include:

- (i) Proposing to the Trust Board suitable criteria for offering places when the school has more applications than it has available places.
- (ii) Administering the application of places, including liaising with the Local Authority which operates the Essex Common Application Process to ensure the process works effectively and efficiently
- (iii) Providing information, advice and support to families considering or applying for a place at the school
- (iv) Applying the admissions criteria to applications in a fair, objective and lawful manner when making admissions decisions, and efficiently communicating those decisions to the Local Authority in a timely and accurate way, so that parents can be informed of the outcome of their application by the required deadline
- (v) Proposing potential amendments or variations to the admissions arrangements to the Trust Board and to the Diocese of Chelmsford (the representative religious authority for the Trust) in advance of their public consultation.
- (vi) Conducting the annual cycle for consultation on any proposed changes to the admissions arrangements in accordance with Trust policy and the requirements of the Admissions Code 2021.
- (vii) Determining the admissions arrangements for each admissions year according to the required timetable and procedures applicable under the Admissions Code 2021.
- (viii) Arranging any Independent Education Admissions Appeals Panels and communicating with parents and the Panel to ensure their fair and effective conduct.

### The number of places available

- a. The published admission number (PAN) for entry into the School is 96.

### Applying for a Place

To apply for a place at our school, you need to do so through the Local Authority where you live – for most of our parents this is Essex County Council. They operate what is known as the Local Authority Co-ordinated Admission arrangements. All the details of this are given in the Primary Education in Essex Booklet, which is available on their website at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

All parents are required to complete a Common Application Form, which you can get from Essex County Council's Planning and Admission's Department. If you are a parent or carer who lives in Essex you can apply online using the Essex Online Admission Service at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

The completed Common Application Form must be returned directly to Essex County Council by the deadline, which is given in the Primary Education in Essex Booklet and which, for pupils starting in September 2025 is 15 January 2025.

If you are applying under Categories 3,4,5,6 or 7, you must also complete the Supplementary Information Form, which must be returned directly to Howbridge CE Junior School by 15 January 2025, along with any evidence that is required to show that you meet the criteria concerned. Please note that if you do not return the SIF and the accompanying evidence by the deadline, the Admissions Committee will have to rely solely on the information you have provided on the Common Application Form.

The procedure for handling late applications and the operation of a waiting list will also be in accordance with the Co-ordinated Admissions Scheme.

All applications for first admission must be received by your home LA by the closing date of 15 January 2025. The home LA will make a single offer of a place on 16 April 2025 (or the next working day).

**Children with an Education and Health Plan which names our school:** please note that If the EHCP for your child names this school, then the child must be admitted, regardless of whether it is potentially oversubscribed. Admission of children with an EHCP is dealt with by your home Local Authority (LA) , that is to say the LA for the area where you live.

### Oversubscription Criteria

If the School has **more applicants than it has places** available, it is said to be **Oversubscribed**. When that happens, places are offered in a set order, against the following criteria, until no more places are left. If there are very many applicants, this can mean that all places are allocated to the first few categories. You can find more detail about what this means in the sections below

#### **Category 1: Looked After Children, Previously Looked After Children or Children Internationally Adopted After Public Care**

After children with an EHCP Plan naming our school, our first oversubscription criterion **must** always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children, as this is a legal requirement.

- i. A "**Looked After Child**" (LAC) 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) at the time of making an application to a school.
- ii. A "**Previously Looked After Child**" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.
- iii. An "**Internationally Adopted Previously Looked After Child (IAPLAC)** is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### **Category 2: Children with Exceptional Medical or Social Needs**

- (i)** Medical need means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school; this may be supported by evidence of the child as a young carer. Evidence to be relied upon must be submitted with the Supplementary Information Form and sent to the School on or before 15<sup>th</sup> January 2025
- (ii)** Social Need means where the child is of confirmed refugee status. Written evidence of this from the home LA must be submitted with the Supplementary Information Form and sent to the School on or before 15<sup>th</sup> January 2025

#### **Category 3: Children living in the priority admissions area with a sibling at the School**

A child whose home address is inside the priority admissions area (sometimes also called the catchment area) is eligible for this category where they have a sibling attending the School on the date of application **and** the sibling will still be attending the School at the time of admission.

- **Sibling** means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.
- **Home address** means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.
- **Priority Admissions Area** means the geographical area from which children will be afforded priority for admission to the School. **A map showing the priority admissions area** is annexed to this Admission Policy.

#### **Category 4: Other children living in the priority admissions area without a sibling at the school**

A child living inside the priority admissions area (sometimes also called the catchment area) is eligible for this category.

- **Priority Admissions Area** means the geographical area from which children will be afforded priority for admission to the School. **A map showing the priority admissions area** is annexed to this Admission Policy.

#### **Category 5: Children living outside the priority admissions area with a sibling at the School**

A child living outside the priority admissions area is eligible for this category where (i) they have a sibling attending the School on the date of application **and** (ii) the sibling will still be attending the School at the time of admission.

#### **Category 6: Children living outside the priority admissions area who meet the faith criterion**

A child living outside the priority admissions area is eligible for this category where the child or the parent or carers meets the following criteria, in order of priority:

- **Regular attendance at public worship in any Church of England church**, for not less than eight times in a twelve-month period prior to the date of submission of the application for admission to the school.
- **Regular attendance at public worship in any other Christian church** for not less than eight times in a twelve-month period prior to the date of submission of the application for admission to the school. *For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop; or which is a member of Churches Together in England; or affiliated to the Evangelical Alliance; or a Partner Church of Affinity. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)*
- **Regular attendance at public worship in any faith group which is a member of the local Council of Faiths** for not less than eight times in a twelve-month period prior to the date of submission of the application for admission to the school.

#### **Category 8: All other children**

**Tie Breaker**

For admissions purposes, the school uses a distance tie-breaker, based upon the Local Authority's scheme, which uses data provided by the Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described above. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places.

If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at a school – for example because both families live in a block of flats with a common entrance - the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions.

### Supplementary Information Form (SIF)

- a. You **must complete** the relevant part of the SIF if you are applying under Category 3, 4, 5, 6 and Category 7.
- b. Category 7: you must fully complete the relevant part of the SIF and provide the required supporting evidence. The SIF must be verified and signed by the relevant Church or Faith Leader, or an authorised Church or Faith Officer.
- c. Criterion 3: you must fully complete the relevant part of the SIF and supply written evidence to support the application.
- d. The SIF must be returned to the School office on or before 15<sup>th</sup> January 2025. The SIF is available on the School website or a paper copy may be requested from the School office. Please note that if the School does not receive your SIF and any relevant evidence on time, then the Admissions Committee will have to make its decision only on the information it has in front of it. If there are exceptional circumstances that made it impossible for you to submit the SIF on time, these must be notified to the School immediately.

### Appeals

- a. Where an application is unsuccessful parents/carers have the statutory right to bring an appeal against that decision to an Independent Appeal Panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
- b. The admission appeal timetable is published on the School's website by 28<sup>th</sup> February each year.

### Other Important Information

#### **a. Waiting Lists**

If the School is oversubscribed for September 2025 entry a waiting list will be maintained across the entire academic year. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list.

#### **b. Admission of children outside their normal age group**

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the School sufficient time to decide regarding the request before the closing date for applications and national offer day.

Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

**c. Multiple Birth Applications**

Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

**1. Withdrawal of an Offer**

The School may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

**2. In Year Admissions**

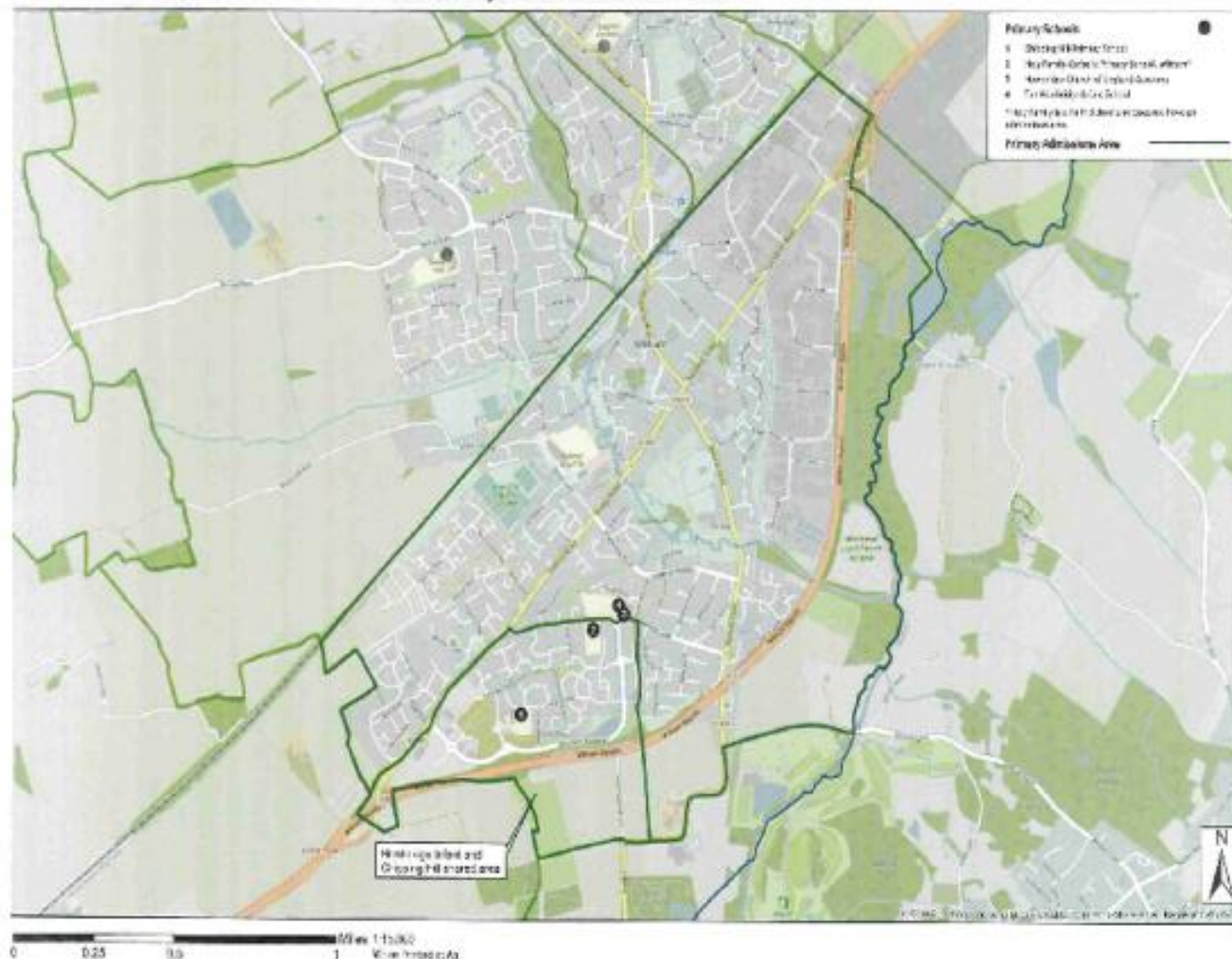
- a. Applications for in year admission may be submitted at any time during the school year. The application form is on the School website or a paper copy may be requested from the School office.
- b. Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, or would breach Infant Class Size Regulations, the application will be refused and a right of appeal will arise.
- c. The oversubscription criteria will be only used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.

**3. Further Information**

- a. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the School you are advised to refer to your home LA's website. For Essex County Council, the website can be found at
- b. If you have any questions in relation to these admission arrangements please contact the School office.
- c. The School will handle all personal data in accordance with the requirements of the Data Protection Act 2018.

Appendix 1 – Catchment Area

The Howbridge Junior School Priority Admissions Area



Road	POSTCODE
Newland Street	CM8 1AA
Newland Street	CM8 1AB
Newland Street	CM8 1AD
Newland Street	CM8 1AE
Purcell Road	CM8 1AF
Purcell Road	CM8 1AG
Newland Street	CM8 1AH
Bridge Street	CM8 1AJ
Newland Street	CM8 1AL
Maltings Lane	CM8 1AN
Nightingale Close	CM8 1AP
Newland Street	CM8 1AQ
Newland Street	CM8 1AR
Newland Street	CM8 1AS
Tudor Close	CM8 1AU
Newland Street	CM8 1AW
Kings Chase	CM8 1AX



Kings Chase	CM8 1AY
Dawn Chase	CM8 1AZ
Newland Street	CM8 1BA
Bantock Way	CM8 1BD
Newland Street	CM8 1BE
Bantock Way	CM8 1BG
Newland Street	CM8 1BH
Guithavon Street	CM8 1BJ
Mill Lane	CM8 1BJ
Guithavon Street	CM8 1BN
Mill Lane	CM8 1BP
Guithavon Street	CM8 1BQ
Mill Lane	CM8 1BS
Bridge Street	CM8 1BT
Bridge Street	CM8 1BU
Mill Lane	CM8 1BW
Howbridge Road	CM8 1BX
Howbridge Road	CM8 1BY
Dengie Close	CM8 1BZ
Howbridge Road	CM8 1BZ
Howbridge Road	CM8 1DA
Maidment Crescent	CM8 1DB
Maidment Crescent	CM8 1DD
Luard Way	CM8 1DE
Malyon Road	CM8 1DF
Blott Rise	CM8 1DG
Hall Rise	CM8 1DH
Dengie Close	CM8 1DJ
Elgar Drive	CM8 1DL
Bramston View, Mill Lane	CM8 1DN
Maltings Lane	CM8 1DP
Brook Walk	CM8 1DQ
Guithavon Street	CM8 1DR
Elgar Drive	CM8 1DS
Pinkham Drive	CM8 1DT
Pinkham Drive	CM8 1DU
Orchards	CM8 1DW
Maltings Lane	CM8 1DX
Bridge Street	CM8 1DY
Maltings Lane	CM8 1DZ
Wickham Road	CM8 1EA
Hatfield Road	CM8 1ED
London Road	CM8 1ED
Hatfield Road	CM8 1EE
Hatfield Road	CM8 1EF
Hatfield Road	CM8 1EG
Belsham Villas	CM8 1EL
Hatfield Road	CM8 1EN

Spinks Lane	CM8 1EP
Blunts Hall Road	CM8 1ER
Cuppers Close	CM8 1ER
Blunts Hall Road	CM8 1ES
Shortridge Court	CM8 1ET
Town End Field	CM8 1EU
Hatfield Road	CM8 1EW
Blunts Hall Road	CM8 1EX
Cuppers Close	CM8 1EY
Highfields Road	CM8 1EZ
Tucker Drive	CM8 1FA
Purcell Road	CM8 1FF
Scotfield Mews	CM8 1FG
Holst Avenue	CM8 1FJ
Hawkes Road	CM8 1FL
Baker Way	CM8 1FN
Randall Close	CM8 1FP
Gershwin Boulevard	CM8 1FQ
Owers Road	CM8 1FR
Haygreen Road	CM8 1FS
Everitt Court	CM8 1FT
Hardy Walk	CM8 1FU
Chaplin Mews	CM8 1FW
River View, Maldon Road	CM8 1FX
Woodfield	CM8 1FY
Hutley Close	CM8 1FZ
Greenwell Road	CM8 1GB
Richards Close	CM8 1GE
Market Lane	CM8 1GF
Richards Close	CM8 1GG
Hatfield Road	CM8 1GH
Windsor Close	CM8 1GH
Hatfield Road	CM8 1GJ
Henderson Way	CM8 1GN
Tostig Lane	CM8 1GP
Percy Way	CM8 1GQ
Duncombe Close	CM8 1GR
Graham Brown Walk	CM8 1GS
Haygreen Road	CM8 1GT
Payne Close	CM8 1GU
Halcyon Close	CM8 1GW
Halcyon Close	CM8 1GY
Maldon Road	CM8 1GZ
Pantile Close	CM8 1GZ
Highfields Road	CM8 1HA
Millbridge Road	CM8 1HB
Guithavon Road	CM8 1HD
Guithavon Rise	CM8 1HE

Guithavon Valley	CM8 1HF
Witham Lodge	CM8 1HG
Augustus Way	CM8 1HH
Tiberius Gardens	CM8 1HJ
Constantine Road	CM8 1HL
Maldon Road	CM8 1HN
Maldon Road	CM8 1HP
Octavia Drive	CM8 1HQ
Maldon Road	CM8 1HR
Maldon Road	CM8 1HS
Hodges Holt	CM8 1HT
Maldon Road	CM8 1HT
Maldon Road	CM8 1HU
Gershwin Boulevard	CM8 1HW
Maldon Road	CM8 1HX
Blackwater Lane	CM8 1HY
Laurence Avenue	CM8 1JA
Laurence Avenue	CM8 1JB
Elizabeth Avenue	CM8 1JD
Elizabeth Avenue	CM8 1JE
Pattison Close	CM8 1JF
Edinburgh Close	CM8 1JG
Pitt Green	CM8 1JH
Pelly Avenue	CM8 1JJ
Maltings Lane	CM8 1JL
Maltings Lane	CM8 1JN
Sauls Avenue	CM8 1JP
Pitt Avenue	CM8 1JQ
Bliss Close	CM8 1JR
Stainer Close	CM8 1JS
Benton Close	CM8 1JT
Gershwin Boulevard	CM8 1JU
Sauls Avenue	CM8 1JW
Pryor Close	CM8 1JX
Blackman Way	CM8 1JY
Blackman Way	CM8 1JZ
Stevens Road	CM8 1NB
Epping Way	CM8 1ND
Elgar Drive	CM8 1NG
King Edward Way	CM8 1NJ
Wulvesford	CM8 1NL
Wulvesford	CM8 1NN
Page Close	CM8 1NP
Epping Way	CM8 1NQ
Christina Road	CM8 1NR
Brock Close	CM8 1NS
Allectus Way	CM8 1NT
Edmund Road	CM8 1NU

Alfreg Road	CM8 1NW
Aluf Close	CM8 1NX
Allectus Way	CM8 1NY
Allectus Way	CM8 1NZ
Allectus Way	CM8 1PA
Turstan Road	CM8 1PB
Boydin Close	CM8 1PD
Osbert Road	CM8 1PE
King Edward Way	CM8 1PF
Beadel Close	CM8 1PG
Hatfield Road	CM8 1PH
Faber Road	CM8 1PJ
Siward Road	CM8 1PL
Burdun Close	CM8 1PN
Goda Close	CM8 1PP
Godric Road	CM8 1PQ
Philip Road	CM8 1PR
Sutor Close	CM8 1PS
Alan Road	CM8 1PT
King Edward Way	CM8 1PU
Deford Road	CM8 1PW
King Edward Way	CM8 1PX
Claudius Way	CM8 1PY
Claudius Way	CM8 1PZ
Ravel Avenue	CM8 1QA
Ravel Avenue	CM8 1QB
Elgar Drive	CM8 1QD
Britten Crescent	CM8 1QE
Gershwin Boulevard	CM8 1QF
Pondholton Drive	CM8 1QG
Graces Close	CM8 1QH
Olivers Drive	CM8 1QJ
Juvina Close	CM8 1QL
Ashby Road	CM8 1QN
Gay Bowers Way	CM8 1QP
Lifchild Close	CM8 1QQ
Sparkey Close	CM8 1QR
Barnfield Place, Newland Street	CM8 1QS
Ashby Road	CM8 1QT
Kinloch Chase	CM8 1QU
Scarletts Close	CM8 1QW
Halfacres	CM8 1QX
Gershwin Boulevard	CM8 1QY
Holst Avenue	CM8 1QZ
Stainer Close	CM8 1RU
Dawson Way	CM8 1SR
Newland Street	CM8 1SS
Holst Avenue	CM8 1SX

Greenwell Road	CM8 1SY
Mortimer Way	CM8 1SZ
Baker Way	CM8 1UG
Russell Close	CM8 1UH
Mortimer Way	CM8 1UJ
Guithavon Street	CM8 1UP
Morrison Drive	CM8 1UQ
Sneezum Walk	CM8 1US
Hatfield Road	CM8 1UT
Hollybank	CM8 1UX
Newland Street	CM8 1UZ
Hadrians Close	CM8 1XA
Spinks Lane	CM8 1XB
Denholm Court, Maltings Lane	CM8 1XD
Wickham Road	CM8 1XE
Maltings Court, Maltings Lane	CM8 1XG
Sauls Bridge Close	CM8 1XJ
Constance Close	CM8 1XL
Guithavon Street	CM8 1XP
Clayshotts Drive	CM8 1XQ
Guithavon Court	CM8 1XR
Guithavon Street	CM8 1XR
Bridge Street	CM8 1XS
Carraways	CM8 1XT
Reid Road	CM8 1XU
Carraways	CM8 1XW
Constance Close	CM8 1XY
Constance Close	CM8 1XZ
Coach House Way	CM8 1YD
Bones Croft	CM8 1YG
Guithavon Street	CM8 1YH
Coach House Way	CM8 1YJ
Bradshaw Gardens	CM8 1YL
Claydon Grove	CM8 1YN
Ingles Drive	CM8 1YP
Butcher Row	CM8 1YR
Butcher Row	CM8 1YS
Ager Road	CM8 1YT
Joslin Avenue	CM8 1YU
Pavelin Avenue	CM8 1YW
Collar Way	CM8 1YX
Newland Street	CM8 1YZ
Hooten End	CM8 1ZA
Adams Croft	CM8 1ZB
Seaborn Drive	CM8 1ZD
Bright Avenue	CM8 1ZE
Stoneham Close	CM8 1ZF
Ryland Drive	CM8 1ZG

Hatfield Road	CM8 1ZJ
Wendon Avenue	CM8 1ZL
Burnly Mews	CM8 1ZN
Raven Drive	CM8 1ZP
Porter Way	CM8 1ZQ
Griggs Way	CM8 1ZR
Maldon Road	CM8 2AA
Maldon Road	CM8 2AB
Collins Lane	CM8 2AF
Newland Street	CM8 2AF
Newland Street	CM8 2AH
Newland Street	CM8 2AJ
Newlands Drive	CM8 2AP
Newlands Precinct	CM8 2AP
The Newlands	CM8 2AP
Newland Street	CM8 2AQ
Newland Street	CM8 2AR
Newland Street	CM8 2AW
Whitehall Court	CM8 2AW
Newland Street	CM8 2AY
Newland Street	CM8 2AZ
Newland Street	CM8 2BA
Newland Street	CM8 2BB
Newland Street	CM8 2BD
The Retreat, Maldon Road	CM8 2BH
Lockram Lane	CM8 2BJ
Freebournes Court	CM8 2BL
Newland Street	CM8 2BL
Guithavon Street	CM8 2BN
Newland Street	CM8 2BQ
Albert Road	CM8 2BS
The Avenue	CM8 2DJ
The Avenue	CM8 2DL
The Avenue	CM8 2DN
Avenue Road	CM8 2DP
The Paddocks	CM8 2DR
Avenue Road	CM8 2DT
Station Maltings	CM8 2DU
Station Road	CM8 2DU
Easton Road	CM8 2DW
Collingwood Road	CM8 2DY
Newlands Drive	CM8 2DY
Collingwood Road	CM8 2DZ
Collins Lane	CM8 2EB
Newland Street	CM8 2EB
Collingwood Road	CM8 2EE
Collingwood Road	CM8 2EF
Nicholas Court	CM8 2EF

Janmead	CM8 2EN
Greenfield	CM8 2FA
Croft Way, Eastways	CM8 2FB
Barleyfields	CM8 2FD
Newland Street	CM8 2FE
Newland Street	CM8 2FF
Croft Way	CM8 2FN
Station Mews, Station Road	CM8 2FP
Mayland Road	CM8 2FR
Newland Street	CM8 2FS
Old Magistrates Court	CM8 2FT
The Courtyard	CM8 2FW
Collingwood Road	CM8 2GF
Armond Road	CM8 2HA
Newland Street	CM8 2HD
Armond Road	CM8 2HR
Maldon Road	CM8 2NS
Ben Sainty Court	CM8 2TH
Eastways	CM8 2TJ
Enterprise Court, Station Road	CM8 2TJ
Station Road	CM8 2TL
Foster Court	CM8 2TQ
Hewitt Walk	CM8 2TU
Wakelin Way	CM8 2TX
Barwell Way	CM8 2TY
Charlotte Way	CM8 2TZ
Kynaston Place	CM8 2UA
Richardson Walk	CM8 2UB
Oliver Place	CM8 2UD
Boone Place	CM8 2UE
Abercorn Way	CM8 2UF
Horner Place	CM8 2UG
Newland Street	CM8 2UP
Du Cane Place	CM8 2UQ
Maldon Road	CM8 2UR
Newlands Precinct	CM8 2UU
Mayland Road	CM8 2UX
Perry Road	CM8 2UX
Armiger Way	CM8 2UY
Armiger Way	CM8 2UZ
Newland Street	CM8 2WX
Bevington Mews	CM8 2YS
The Grove Centre	CM8 2YT
Newland Street	CM8 3AD
Freebournes Road	CM8 3AH
Eastways	CM8 3AL
Perry Road	CM8 3AS
Crittall Road	CM8 3AW

Colchester Road	CM8 3BL
Crittall Road	CM8 3BQ
Colchester Road	CM8 3BT
Wheaton Road	CM8 3BU
Stepfield	CM8 3BY
Cromwell Centre, Stepfield	CM8 3BZ
Crittall Road	CM8 3DE
Freebournes Road	CM8 3DG
Swan Vale Industrial Estate, Colchester Road	CM8 3DH
Crittall Road	CM8 3DJ
Crittall Road	CM8 3DR
Crittall Road	CM8 3DT
Freebournes Road	CM8 3DX
Briarsford, Perry Road	CM8 3DZ
Little Braxted Lane	CM8 3EU
Crittall Road	CM8 3FA
Long Mead	CM8 3FH
Colemans Bridge	CM8 3HP
Howbridge Hall Road	CM8 3HX
Maldon Road	CM8 3HY
Eastways	CM8 3JQ
Wickham Hill	CM8 3LH
Wickham Road	CM8 3LH
Newland Street	CM8 3LP
Perry Way	CM8 3SX
Newland Street	CM8 3SZ
Wheaton Road	CM8 3TD
Stepfield	CM8 3TH
Perry Way	CM8 3TR
Perry Road	CM8 3TU
Eastways	CM8 3UA
Perry Road	CM8 3UD
Wheaton Road	CM8 3UJ
Freebournes Road	CM8 3UN
Moss Road	CM8 3UQ
Perry Road	CM8 3UT
Briarsford, Perry Road	CM8 3UU
Moss Road	CM8 3UW
Briarsford, Perry Road	CM8 3UX
Briarsford, Perry Road	CM8 3UY
Eastways	CM8 3WG
Eastways	CM8 3YE
Swanbridge Industrial Park, Black Croft Road	CM8 3YN
Taber Place, Crittall Road	CM8 3YP
Eastways	CM8 3YQ
Enterprise Court, Eastways	CM8 3YS
Bellcroft	CM8 3YU
Eastways	CM8 3YU



Perry Road	CM8 3YY
Wheatear Industrial Estate	CM8 3YY
Perry Road	CM8 3YZ
Newland Street	CM8 9AW
Newland Street	CM8 9BA
Newland Street	CM8 9BB
Newland Street	CM8 9BD
Newland Street	CM8 9BE
Newland Street	CM8 9BJ
Newland Street	CM8 9BQ
Newland Street	CM8 9BU
Newland Street	CM8 9BX
Newland Street	CM8 9BY
Newland Street	CM8 9DA
Newland Street	CM8 9DE
Newland Street	CM8 9DF
Newland Street	CM8 9DT
Newland Street	CM8 9DW
Newland Street	CM8 9DX
Newland Street	CM8 9EA
Newland Street	CM8 9ED
Newland Street	CM8 9EF
Newland Street	CM8 9EG



**HOWBRIDGE CHURCH OF ENGLAND JUNIOR SCHOOL**

**Howbridge Road Witham Essex CM8 1BZ**

**Telephone: 01376 501648**

**E-mail: [office.howbridge@dcvst.org](mailto:office.howbridge@dcvst.org)**

**Website: [www.howbridgejunior.co.uk](http://www.howbridgejunior.co.uk)**

**Headteacher: Mrs L Dale B.Ed (Hons)**

### **Admissions – Supplemental Information Sheet**

**Category 1:** Looked After Children, Previously Looked After Children or Children Internationally Adopted After Public Care

**Category 2:** Children with Exceptional Medical or Social Needs

**Category 3:** Children living in the priority admissions area with a sibling at the School

**Category 4:** Other children living in the priority admissions area without a sibling at the school

**Category 5:** Children living outside the priority admissions area with a sibling at the School

**Category 6:** Children living outside the priority admissions area who meet the faith criterion

**Category 7:** All other children

Footnotes to the criteria:

- Our first oversubscription criterion **must** always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children, as this is a legal requirement.
- *(i) Medical need means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the School.*
- *(ii) Social Need means where the child is of confirmed refugee status.*
- A child whose home address is inside the priority admissions area (sometimes also called the catchment area) is eligible for this category where they have a sibling attending the School on the date of application **and** the sibling will still be attending the School at the time of admission.
- A child living inside the priority admissions area (sometimes also called the catchment area) is eligible for this category.
- A child living outside the priority admissions area is eligible for this category where (i) they have a sibling attending the School on the date of application **and** (ii) the sibling will still be attending the School at the time of admission.
- A child living outside the priority admissions area is eligible for this category where the child or the parent or carers meets the following criteria, in order of priority:
  - (i) Regular attendance at public worship in any Church of England church*
  - (ii) or Regular attendance at public worship in any other Christian church*
  - (iii) Regular attendance at public worship in any faith group which is a member of the local Council of Faiths*

**APPLICATION FOR ADMISSION FOR ACADEMIC YEAR 2025/2026**

**Supplementary Information Form (SIF) – This form must be completed by 15<sup>th</sup> January 2025**

**Please complete this sheet to give the Admission Authority pertinent details  
which relate to criteria 2, 3, 4, 5, 6 & 7**

Academic School Year of Admission:	
Child's Surname:	
Child's Forenames:	
Gender: M/F	Date of Birth:

Mother's Surname:	Mother's Forename:
Address:	
Post Code:	Email Address:
Home Telephone Number:	Mobile Number:
Father's Surname:	Father's Forename:
Address (if different from above):	
Post Code:	Email Address:
Home Telephone Number:	Mobile Number:
If Parents have separate addresses please indicate which address is your child's main residence.	
Mother's Address / Father's Address	

Name of Sibling	Date of Birth	Current Year Group at Howbridge CofE Junior School

My child has exceptional medical needs and evidence is attached

My child is of the confirmed refugee status and evidence is attached

**PARENTAL PARTICIPATION IN PUBLIC WORSHIP**  
**TO BE COMPLETED BY A VICAR OR PRIEST**

Full name of child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Full name of Parents/Guardian: \_\_\_\_\_

The child named above has applied for a place at Howbridge Church of England Junior School.  
Please indicate as appropriate:

I confirm that at least one parent or guardian, named above, has attended public worship once a month, for a minimum of 12 months, prior to today's date.

The applicant has not met the criteria in full, but they have attended \_\_\_\_\_ church, \_\_\_\_\_ times in the last 12 months.

**You will not be considered under criteria 7 unless you have met the criteria and have this form signed by the vicar.**

Name of Vicar or Priest: \_\_\_\_\_

Signature of Vicar/Priest: \_\_\_\_\_

Date: \_\_\_\_\_

Full Name and Address of Church: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

This is **NOT** an application form for admission to the school. You **MUST ALSO** complete your Local Education Authority's official application form (the school can advise you how to obtain this form). If you do not complete the Local Education Authority's application form you **CANNOT** be considered for a place at a school



PROUD TO BE A  
MUSIC MARK  
SCHOOL

