

## **RADWINTER C of E (V.A.) PRIMARY SCHOOL**

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**Headteacher: Mrs. Emily Bartram**

**Published Admission Number: 15**

### **ADMISSION ARRANGEMENTS FOR 2025/26**

Radwinter is a Church of England, Voluntary Aided Primary School which serves the catchment area of the parishes of Radwinter and Hempstead. Subject to our published number, children of parents living in the above parishes would normally be offered a place at our school. Any child for whom the school is named in Statement for Special Educational Needs would be offered a place at our school.

As a Voluntary Aided school the Governors are the Admission Authority and Essex County Council is the Local Authority. Applications are made to Essex County Council. The applications are then ranked by the school according to our admission policy irrespective of whether the school is 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> or 4<sup>th</sup> place choice. Essex County Council then allocates places according to our PAN. The Governors set the admission number, which is currently 15.

Subject to availability of places, it is the policy of the Governors to admit the children of all parents who opt for their children to be educated at this school.

Children are admitted subject to the criteria below, in agreement with the Local Authority. In the event of there being more applicants than places available, the Governors will apply the following criteria in this priority order.

- 1) Looked after children.
- 2) Children living in the catchment area of the parishes of Radwinter and Hempstead (a map is available on request from the School) with brothers or sisters on roll who will continue to be at the school in the next academic year, i.e. not in Year 6, as defined in the Primary Education in Essex booklet.
- 3) Other children living in the catchment area of the parishes of Radwinter and Hempstead.
- 4) Children living outside the catchment area of the parishes of Radwinter and Hempstead with brothers or sisters on roll who will continue to be at the school in the next academic year, i.e. not in Year 6, as defined in the Primary Education in Essex booklet.
- 5) Parents on the Church Electoral Roll of, or attached to, St Mary's, Radwinter or St Andrew's Hempstead.
- 6) Children who have medical, pastoral or social reasons for attending this school supported by professional evidence indicating why this is the only suitable school for them.
- 7) Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 8) Children whose parents, including those worshipping in another faith or denomination, wish them to attend a Church of England school. The Priest or Minister in Charge will confirm that the family are active members of their worshipping community.
- 9) All other applications.

For consideration under criteria 5 and 8 a Supplementary Information Form is required.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

These criteria will also apply for mid-year admissions, given the school's maximum capacity.

In the event of oversubscription a waiting list will be held for the Reception Year until the end of the Autumn Term.

All applications, including late applications, will be handled in accordance with the co-ordinated admissions scheme published by Essex County Council in the Primary Education in Essex booklet.

In the event of a 'tie-break' situation those living closest will be given the highest priority, as defined in the Primary Education in Essex booklet. The distances are calculated by the Local Authority, by use of a Geographical Information System which accurately measures the straight line distance from the home address to the school.

If the Governors refuse an admission the parents are given the right of appeal – details of the Appeals Procedure are available from the School Office.

The school's policy is that all children will be admitted into school in the September following their fourth birthday.

Parents can however, 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 that school year. Parents can request that their child attends part-time until the child reaches compulsory school age. These requests are subject to agreement with the school. The school will hold the place for a child whose entry is deferred.

Parents 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.

Summer-born children

Parents of a 'summer-born' child (1<sup>st</sup> April - 31<sup>st</sup> August ) may request their child starts school in the autumn term following their fifth birthday.

Their normal age appropriate cohort would be Year 1 at this point

Parents of a 'summer-born' child (1<sup>st</sup> April-31<sup>st</sup> August) may request that their child is admitted out of their normal age group, i.e. to start in Reception rather than Year 1.

In such cases parents should follow the same application process via Essex County Council and request an admission out of their usual age group.

Parents will be asked to write a letter to the school, stating their case as to why this would be in the best interests of the child. They may choose to include evidence from relevant professionals as appropriate. This will be passed to the school's Admission Committee, who will consider each case on an individual basis, taking into account evidence provided and the headteacher's professional judgement of the best interests of the child.

If the application for an out of age-appropriate reception place is not accepted this does not constitute a refusal of a school place and there is no right to an independent statutory appeal.

### **Applications**

For children who will be starting school in the 2025/26 academic year, applications for admission to Reception will be handled in accordance with the co-ordinated admission arrangements operated by Essex County Council and published in the Primary Education in Essex 2025/26 booklet. The closing date for applications, which should be sent directly to Essex County Council, using the Common Application Form provided on their website. Applications can also be made online up to the closing date at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).



**SUPPLEMENTARY INFORMATION FORM**  
**For child's application to Radwinter C of E Primary School**

This form should be completed by parents not **more than 3 months before the closing date of applications** then handed to your minister, with a stamped addressed envelope to the school. The Minister should return it directly to the school. It need only be completed by those applicants applying under church criteria.

Name and address of child:	
Date of Birth:	

Please give details of the principal place of worship attended in the last three years. (If you wish endorsement from more than one minister, please supply details on a separate piece of paper).

Name of Church:	
Denomination of Church:	
Name and full address (inc postcode) of Minister:	
Minister's telephone number:	
Which family members attend worship:	Mother Father Child/ren
If your child is not accompanied by a parent do they attend with other adults? If yes, please specify	Yes  No
How long have you regularly attended? *	Less than 6 months 6 months to a year 1 year to 18 months More than 2 years More than 3 years
How often have you usually attended During this period?	Once a week Once a fortnight Monthly/family service

Does the child who is the subject of this application attend Sunday or Junior Church or similar.	Yes  No
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Please list all aspects of your involvement (apart from Sunday worship) in the life and work of your church.	
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Parent's signature:	Date
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To the Minister: Please can you confirm the details completed above. Please add any comments you think may be helpful for the school to understand Christian commitment of this family, then pass the form directly to the school in the envelope the parents have provided. Thank you.

Minister's signature:	Date:

*\*In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship*