



**Runwell Community
Primary School**

ADMISSIONS POLICY

2025/2026

**This Policy was formally adopted by the Governing Body on
16^h November 2021**

Policy to be reviewed annually

Next review date Jan 2026

Summary of Recent Updates and Changes

Date	Description
Nov 2020	No changes to previous year
Nov 2021	No changes to previous year
Nov 2022	Procedures when school is oversubscribed: 4: Children attending Runwell Community Primary School's nursery who are in receipt of pupil premium funding.
Jan 2023	No changes to previous year
Nov 2023	<p>Section 3:</p> <ul style="list-style-type: none"> • Medical circumstances placed within criteria as 2nd point. All other following points moved down one number • Changes to final paragraph - In the unlikely event of two or more applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council. <p>Section 4:</p> <ul style="list-style-type: none"> • Changes to definition of LAC or previously LAC children. <p>Section 5:</p> <ul style="list-style-type: none"> • Change to last sentence in first paragraph - The child will remain on the waiting list until 31st December 2024. <p>Section 6:</p> <ul style="list-style-type: none"> • Section retitled - Admissions of Children Outside of Their Normal Age Groups and Summer Born Children • Clear details and steps provided for parents in line with school admissions code. <p>SIF Form:</p> <ul style="list-style-type: none"> • Removal of gender information.
March 2024	No Changes

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1. General

Runwell Community Primary School is a publicly funded independent school. The school has an agreed annual admission number of 60 pupils per year. The School is not a selective school and admits children against the following process and criteria:

2. Consideration of Applications

1. Runwell Community Primary School will consider all applications for places. Where fewer than 60 applications are received, the School will offer places to all those who have applied.
2. Runwell Community Primary School may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been excluded from two or more other schools, and the ability to refuse admissions runs for a period of two years from the last exclusion.
3. There is no guarantee of a place for children living in the priority admission area.

3. Procedures where the School is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out below:

1. Looked After Children and previously Looked After Children.
2. Exceptional medical circumstances (supported by evidence) or special personal circumstances relating to the child which necessitate attendance at Runwell Community Primary School (supporting written evidence will be required from a professional e.g. social worker).
3. Children living in the priority admission area of the school with a sibling attending the school at the time of application and admission;
4. Children living in the priority admission area of the school;
5. Children attending Runwell Community Primary School's nursery who are in receipt of pupil premium funding.
6. Children living outside the priority admission area of the school with a sibling attending the school at the time of application and admission;
7. Remaining applications.

A child with an Educational Health and Care Plan that names Runwell Community Primary School will be admitted irrespective of the admissions criteria.

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. In the unlikely event of two or more applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council.

4. Definitions

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (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. 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 (as defined in Section 22(1) of the Children Act 1989).

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

5. Operation of Waiting Lists

Where in any year Runwell Community Primary School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Runwell Community Primary School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application and, if wanted, an appeal for the school. The child will remain on the waiting list until 31st December 2024.

Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

6. Admissions of Children Outside of Their Normal Age Groups and Summer Born Children

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

Any such request must be made in writing with an application setting out clearly the reasons and include, where relevant, any supporting evidence from relevant professionals such as teachers or doctors. Each such case will be considered by the school as admission authority on an individual basis.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 3. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Summer Born Children (2026 Entry):

If your child is summer-born (i.e. born during the period 1 April and 31 August) and you want them to start in Reception at Runwell in September 2026 (instead of starting in the 2025-26 academic year), this is what you will need to do:

- Send an email to admin@runwell.essex.sch.uk that you want a Reception place from September 2026 and explaining why you want your child to start school from then, rather than starting in the 2025-26 academic year.
- Attach with the email any supporting evidence you have. Examples of evidence could include a letter from the current nursery, a health professional etc. You should send all of the above to us as soon as possible.
- A request to defer entry will not be granted automatically and each case will be considered individually by the admission committee of the governing body based on the evidence submitted. If the request to defer your application is granted, this will entitle you to apply for a reception place in the September 2026 admission intake. You will need to make a paper application to the local authority for a school place for the 2026-27 academic year.
- If your request is not agreed then you will need to make an application via the local authority for a 2025-2026 place by the closing date of the 15th January 2025.

Arrangements for Appeals Panels

Parents may lodge an appeal on receipt of notification that their application for a place was unsuccessful. The reasons for refusal will be indicated on this notice. Appeals will be heard by an independent appeal panel whose decision will be final.

Arrangements for Admitting Pupils to Other Year Groups

(Including replacing any pupils who have left the School)

Applications to the school for places other than the normal admission round will be considered on an ongoing basis and places will be offered, subject to the admission criteria above, where vacancies are available.



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Supplementary Information Form
For admissions September 2025

Child's Surname		Child's Forenames	
Child's date of birth			

I am in receipt of the following:

Income support or income-based Job Seekers Allowance	
Child Tax Credit with an annual taxable income of less than £16,190 (not working tax credit)	
Pension Guarantee Credit	
Income-related Employment and Support Allowance	
Support under Part V1 of the Immigration and Asylum Act 1999	
An Early Years Pupil Premium or Pupil Premium award but no longer receiving benefits	
Universal Credit - if you apply on or after 1.4.18 your household income must be less than £7,400 a year (after tax and not including any benefits you get)	
Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit	
None of the above	

Applications for the priority under the pupil premium criteria will not be accepted if you are in receipt of working tax credit.

Are you in receipt of working tax credit? Yes No

Name of claimant in receipt of benefit	
Relationship to child	
Address of claimant	
National Insurance number of claimant	
Date of birth of claimant	

I/we give permission for the admissions authority to disclose pupil premium eligibility information for the purposes of a school application. I/We confirm that the information provided is true and correct and I/we shall notify the school promptly of any changes. I/we understand that if a place is obtained on the basis of incorrect or inaccurate information, the offer may be withdrawn.

Signed _____ Parent/Carer Date _____

Signed _____ Parent/Carer Date _____

Please return this form directly to the school, along with evidence of your benefit/supplementary information dated no more than 6 months old. You must also apply for a school place online at www.essex.gov.uk

All information is used only for the purpose of administrating the admissions priority of your child. Data is stored securely in line with GDPR. You do not have to submit this information, but please be aware that the admissions authority will not be able to take into account your eligibility for pupil premium without this.