



ST MARY'S CE (VA) PRIMARY SCHOOL BURNHAM-ON-CROUCH

ADMISSION POLICY 2025-2026

We welcome all children whose parents/carers wish them to attend our school and enjoy the particular ethos and good primary education it provides. Please see the section on how to apply to our school, under the parents/carers menu on the school's website for further details. www.stmarysschoolburnham.org.uk

Admission date and intake

Pupils who were born between 1st September 2020 and 31st August 2021 will be admitted in September 2025. There will be an appropriate induction process in the first week to build up to full time attendance. Parents/carers may request that the date of their child's admission to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year. Parents/carers may also request that their child attends part time until the child reaches school age. However, should you wish to consider these options it is imperative that you contact the school to discuss them at the earliest opportunity and you must still apply at the usual time for the school place.

Summer born children

Parents/carers of summer born children i.e. born during the period 1 April 2021 and 31 August 2021, who want them to start in Reception in September 2026 (instead of starting in the 2025-26 academic year), will need to:

- Send an email to admissions@essex.gov.uk stating that they want a Reception place from September 2026 and explaining why they want their child to start school from then, rather than starting in the 2025-26 academic year.
- Name up to 4 schools that they are interested in.
- Attach an email or letter from the Headteacher of all of the schools they are applying for. The email/letter from the Headteacher must give their view on the request. If this is not provided, Essex County Council (ECC) will be unable to process the request.
- Attach with the email any supporting evidence. Examples of evidence could include a letter from the current nursery, a health professional etc.

Parents/carers should send all of the above to ECC as soon as possible. Once this has been received, for any community or VC schools, ECC will decide whether an application for the Reception admission round for September 2026 will be processed. For foundation VA schools and Academies, the individual schools will make the decision. There are no guarantees that an application will be automatically agreed.

Parents/carers will then be notified by ECC whether an application for the schools named in the request will be processed for Reception in September 2026.

Parents/carers should make any such request as soon as possible, because if a request is not agreed, parents/carers will need to make an application for a place for the school year starting in September 2025, and the deadline for this is 15 January 2025.

Admission number

The school's published admission number (PAN) is 30 children each year.

Applications in the normal admission round

Applications must be made in accordance with the coordinated scheme operated by the child's home Local Authority (LA). For children resident in Essex, parents/carers should check the webpage www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Apply-Online.aspx for information about the application process during the Autumn Term for admissions in the following academic year. Applications may be made online or on paper and all applications must be made by the national closing date, with late applications for children resident in Essex also being dealt with as detailed in the information provided by the LA. Children resident outside of Essex should refer to the processes published by their home Local Authority.

Supplementary Information Form (SIF)

As a Voluntary Aided school we require additional information in order to be able to apply our admission criteria, which are used in the event of over-subscription. For this reason it is necessary to complete a Supplementary Information Form (SIF) and to provide supporting evidence where appropriate. The SIF is not an application form and must be completed **in addition** to the common application form and returned **directly to the school**.

Mid-Year Applications

If you wish to make an application for your child to join the school at any time other than in the normal (Reception) admissions round, you will need to make a mid-year application directly to St Mary's School, using the application form and Supplementary Information Form which are available on the school website www.stmarysschoolburnham.org.uk Copies of these forms are also available from the school office, on request.

Home Address

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or a copy of a signed tenancy agreement can be provided at the time of application, or by 3rd February 2025 for the normal (Reception) admissions round. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents/carers at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and **proof of address and residence arrangement will be required with the application**. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents/carers can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (*where eligible*).

Address Checking

For mid-year admissions, the school will ask for proof of home address. This must be one of the following:

- UK driving licence;
- council tax notification;
- two utility bills dated within the last six months (gas, electricity, water or landline phone).

Tie Breaker

In the unlikely event of two applicants with identical distances being considered for the final place at this school or in a particular cohort:

- For normal (Reception) admissions, 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, with the exception of twins, triplets etc.
- For mid-year admissions, the place will be offered to one applicant on the basis of lots drawn by a St Mary's School governor not involved in admissions, with the exception of twins, triplets etc.

Twins, Triplets etc.

In the normal (Reception) admissions round, if the last child to be offered a place is a twin and their sibling cannot be offered a place initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining child or children.

For mid-year applications, where a family moves into the area necessitating a change of school for their twins, or triplets etc and the majority can be offered a place then a place will be offered for the remaining child or children. However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them, then places would not normally be offered to all.

Waiting lists

During the normal admissions round a waiting list will be kept until the end of the autumn term, after which it will be closed. At any other time pupils will be placed on a waiting list until the end of the term in which the application is made. After this, pupils may remain on the waiting list only if this is specifically requested by the parents/carers. If a place becomes available the school governors will consider any applications on the waiting list in accordance with the criteria set out in the admissions policy, regardless of the time passed since an initial application was made.

Oversubscription criteria

These criteria apply only when the school is oversubscribed and should not deter anyone from making an application. In the event of over subscription the school governors will allocate places according to the following criteria in this order of priority.

1. Children who are 'Looked After'. *
2. Children whose parents/carers worship regularly at St. Mary's Church, Burnham-on-Crouch.
3. Children whose siblings attend the school.
4. Children whose parents/carers worship regularly at other Christian Churches.
5. Children whose parents/carers worship regularly in another faith and wish their child to attend a church school because of its specifically religious ethos.
6. Remaining applications.

* 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).

Supporting information for the oversubscription criteria

- For the purposes of this policy, worshipping regularly is taken to be attendance once a month or more often over a six month period. 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. A signature confirming this attendance must be sought from the Priest or minister of the Church or place of worship concerned.
- For main round applications, a sibling is defined as 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 school in any year group excluding the final year. Biological and adopted siblings who attend the 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, the only variation to the sibling definition is that the child should be attending, or has been offered a place at, the school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.
- In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given first priority. Straight line distance is measured from the address point of the home address to address point of the school.
- Children with Education Health and Care Plans, that name the school in the plan are required to be admitted regardless of their place in the priority order.

Appeals

If the school is over subscribed, not all children whose parents/carers apply can be offered a place. Parents/carers have the right to appeal against governors' decisions on admissions. Parents/carers wishing to appeal should read the information available on the webpage www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Appeals.aspx

An appeal may be made online through the webpage above, or in writing to:
Statutory Appeals Officer,
PO Box 11,
Chelmsford,
Essex.
CM1 1LX

Appeals should be lodged within 20 school days of the refusal letter.

This policy is to be reviewed annually in the Spring term.

Revised in the Spring term of 2024 for implementation in September 2025.



ST. MARY'S C of E (VOLUNTARY AIDED) PRIMARY SCHOOL



BURNHAM-ON-CROUCH

Supplementary Information Form for Admission 2025-2026

Please complete this Supplementary Information Form (SIF) so that we can carry out our admissions process. Please do not be discouraged by this form if you are not a regular church attender, as this by no means excludes your child from being able to attend our school. We warmly welcome all applications. Please see the section on how to apply to our school, under the parents/carers menu on the school's website for further details. www.stmarysschoolburnham.org.uk

Please supply any other information, including medical evidence, that may support the SIF.

The SIF is not an application form for admission to the school. You must apply through the Local Authority for places in the normal admissions round for Reception Class, or directly to the school for applications at any other time.

Supplementary Information

Full name of child _____

Date of Birth _____ Date of proposed admission _____

Address _____

Post Code _____

Contact No/s _____

Mother/Carer's name _____ Father/Carer's name _____

Do you worship regularly* at St. Mary's Church, Burnham-On-Crouch? YES/NO

Do you worship regularly* at any other Christian Church? YES/NO

Do you worship regularly* in another faith? YES/NO

Please state name and address of Church or other place of worship attended (if applicable) _____

Countersigned by the Priest or minister of the Church or other place of worship that you attend

Name _____ Signed _____ Date _____

* For the purposes of this policy, worshipping regularly is taken to be attendance once a month or more often over a six month period. 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.

I understand that this is not an application form and in no way guarantees my child a place at St. Mary's School.

Signed Parent/Carer _____ Date _____

This form and supporting information should be returned directly to the school.