



## Stisted Primary CE Primary Academy Admission Policy 2025-26

### Number to admit

The Standard Number of pupils to be admitted in any year group, in any academic year is 15. In years when the number of applications exceed the number of places available, the Admissions Committee of the Governing Body will apply the criteria listed below.

### New Intake

Children will be admitted at the beginning of the Autumn term of the academic year in which they are five.

### Criteria for Admission

1. Looked After Children (LAC) and Previously Looked After Children (PLAC) (in care of the Local Authority)
2. Children who live in the civil parish of Stisted with their parent/s or legal guardian.
3. Children who have a sibling\* at Stisted Cof E Primary Academy.
4. Children of parent/s or legal guardian/s who are regular\*\* worshippers at a C of E church.
5. Children of parent/s or legal guardian/s who are regularly\*\* worshippers at a Christian church recognised by "Churches together in Britain and Ireland".
6. Children of parent/s or legal guardian/s who are regular\*\* worshippers within other world faiths.
7. Any remaining applications

\* The definition of a sibling is 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 preferred school or partner school in any year group excluding the

final year. Biological siblings who attend the preferred 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 a sibling is 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 as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

\*\*For the purpose of criteria 4, 5 and 6 above, 'regular' will constitute a minimum of twice monthly attendance over an eighteen-month period. Written confirmation from the responsible Minister or religious leader will be required on the Supplementary Information Form (SIF). This can be downloaded from the school website.

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.

In the event of over-subscription in any criteria, the Governing Body will decide admissions by giving the shortest straight line distance priority.

All straight-line distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and Academy and provides the address points between which the straight-line distance is measured.

### **Education Health Care Plans**

Children with EHCPs are not admitted through the normal admission arrangements and are placed in schools through the EHCP process. They will be allocated a primary school place by SEND Operation Team. Children with Education Health and Care Plan that name the school will be admitted to a school regardless of their place in the priority order.

### **Looked after Children (LAC) /Previously Looked After Children (PLAC)**

A 'Looked After Child' or a 'Previously looked after child' are those who are no longer looked after by the local authority in England and Wales (as defined by the Children Act 1989 or part 6 of the Social Services and Well-being (Wales) Act 2014) because they are subject of: an adoption, special guardianship, Child arrangements order, or were adopted from 'state care'

outside England and Wales. 'State care' is provided by a public authority, a religious organisation, or any other organisation whose sole or main purpose is to benefit society will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2014.

### **Priority Admission Area**

There is no guarantee of a place to children living in the priority admission area of a particular school. Parents can check whether a specific address sits within the priority admissions area of the school (if any) using the Essex County Council priority admission (catchment) area finder.

### **Timing of Admission**

Compulsory school age starts on 31 December, 31 March or 31 August following a child's fifth birthday. If a child's fifth birthday is on one of those dates, then they reach compulsory school age on that date.

Children are admitted into our Reception Class at the start of the academic year of their fifth birthday.

Parents can defer their child's entry until later in the year or request that their child attends part-time until year if they have not reached compulsory school age. For parents opting to take up a part-time place this will be mornings only. Where entry is deferred, the school must hold the place for the child and not offer it to another child.

The parent cannot 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.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. The Admission Authority is required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

Parents who wish to seek a place for their child outside of their normal age group during the normal admission round must make an application to their Local Authority for their child's normal age group at the usual time.

Parents must also apply in writing at the same time to the Head Teacher requesting admission out of the normal age group providing any supporting documentation and evidence. If the request for admission out of normal age group is granted by the school, this does not constitute the offer of a place for the year group that has been requested and a new application must be made to the Local Authority as part of the main admissions round the following year.

Parents of children already on roll may request a place for their child outside of their normal age group. In these circumstances, requests should be made directly to the school and will be considered by the Admission Authority on a case by case basis.

### **Applications made after the start of the autumn term (Mid-year applications)**

Transferring a child from another school is called a mid-year application. Parents/guardians are advised to contact Stisted Primary Academy directly to check if there are spaces in the relevant year group.

All mid-year primary school applications are no longer be handled by Essex County Council. Mid-year applications should be made directly to the Canonium Learning Trust. Application forms can be downloaded using the following link:

<https://canoniumtrust.com/admissions/>

Alternatively, application forms can be downloaded from Stisted Primary Academy's website. Completed application forms must be sent, along with proof of address, to:

Email: [admin@canonium.org](mailto:admin@canonium.org)

Post: Admissions, Canonium Learning Trust, Kelvedon Academy, Docwra Road, Kelvedon, Colchester, Essex, CO5 9DS

All applications for places at Stisted Primary Academy should include submitting a Supplementary Information Forms can be obtained directly from the Academy's website.

Please note, your child is not guaranteed a place at your preferred school, and you should not remove your child from their school before you have received another offer.

### **Closing Date**

The deadline for receipt of applications for children starting school in Reception during the normal admission round is in line with Essex County Council's Co-ordinated Scheme. Parents who wish their children to attend the academy should make an application on the Local Authority online application form.

A Supplementary Information Form (SIF) should also be completed and sent directly to the school prior to the application deadline. A blank SIF can be downloaded from the school's website. It is the responsibility of the applicant to obtain and submit a Supplementary Information Form.

## **Waiting List**

A waiting list for children that have applied for a place in Year R is held by Essex County Council until the end of the first week of the autumn term and thereafter by the academy. This will be maintained until the end of the autumn term for a reception application. Mid-year applications will be placed on a waiting list by the academy for the remainder of the academic year. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria.

## **Appeals**

Parents have a right to Appeal to a Statutory Independent Appeals Committee. Details are available from the Academy.

Stisted Church of England Academy sets its Admission Code in accordance with the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Stisted Church of England Primary Academy  
Supplementary Information Form (SIF)



Child's Full Name :	
Date of Birth :	
Please circle the Year Group for which you are seek a place: Yr R Yr 1 Yr 2 Yr 3 Yr 4 Yr 5 Yr 6	
Please circle the criteria number under which you are applying for a place for your child. Please refer to the Academy's Admissions policy: 1 2 3 4 5 6 7	
Home address :	
Telephone number :	
Email address :	
Parents (or Guardians) Names :	
Place of Worship (if applicable under criteria 4,5 or 6) :	
Name, contact number and address of Minister or the appropriate religious leader in charge (if applicable) :	
Religious Leader (please read the statement below carefully before signing) I can confirm that the applicant is a regular worshipper and has attended this place of worship twice monthly over at least an 18 month period.  Signature of (Minister or religious leader):	
Do you have any further information you wish to supply? If yes, please complete the section overleaf	Y/N
Signature of Parent or Guardian :	
Date :	

For General Data Protection Regulations:  
Privacy Notice (how we use pupil information)

We collect and use personal information about pupils and parents in order to enable us to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- enable us to contact parents

The categories of pupil information that we collect, hold and share include:

- personal information such as name, address and unique pupil number
- characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- attendance information such as sessions attended, number of absences and absence reasons