

# Terling C of E (Aided) Primary School

## Admissions 2025/26 Policy



Flourish and Shine in all that we do  
"Those who are wise will shine like the brightness of heavens"  
Daniel 12:3

**APPROVED:** *October 2023*  
**RATIFIED:** *October 2023*  
**REVIEW:** *October 2024*

## ADMISSIONS POLICY – 2025/2026

**Subject to the availability of places** within the published number intended to admit, it is the policy of the Governors to admit children of all parents who express a preference for their children to be educated at this school.

**The Published Admissions Number (PAN) for the academic year 2025/26 is 15.**

**Parents who wish their children to attend the school should make an application to Essex County Council in accordance with the co-ordinated admission arrangements.** Applications can be made online at [essex.gov.uk/admissions](https://essex.gov.uk/admissions) and must be made by the National Closing Date detailed in the Primary Education in Essex booklet, which is available from the Local Authority. Late applications will be dealt with as detailed in this booklet. In addition, parents must also complete a Supplementary Information Form (SIF) which will enable the school to rank your application in accordance with the criteria. The SIF is available from the school and must be returned directly to the school.

The school will admit all children in the September following their fourth birthday, without reference to aptitude or ability. Parents can 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. Where entry is deferred the school will hold the place for that child and not offer it to another child. The parent 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. Parents can request that their child attends part-time until the child reaches compulsory school age (part-time would be mornings only). Further details if required are available from the school.

### **Summer-born children – 2026 Entry**

If your child is summer-born i.e. born during 1 April 2021 and 31 August 2021 and you want him/her to start in Reception in September 2026 (instead of starting in the 2025-26 academic year), this is what you will need to do:

- Send an email to [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk) stating that you want a Reception place from September 2026 and explaining why you would like your child to start school from then, rather than starting in the 2025-2026 academic year.
- Name up to 4 schools that you are interested in.
- Attach with the email any supporting evidence.

Examples of evidence could include a letter from the current nursery, a healthcare professional etc.

You should send all of the above to us 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. You will then be notified by ECC whether an application for the schools you named in your request will be processed for Reception in September 2026.

We advise you to make any such request as soon as possible because if your request is not agreed, you will need to make an application for a place for the school year starting in September 2025, and the deadline for you to do this is 15 January 2025.

If your request is agreed, then you will be informed of the outcome on the National Offer Day of 16 April 2025.

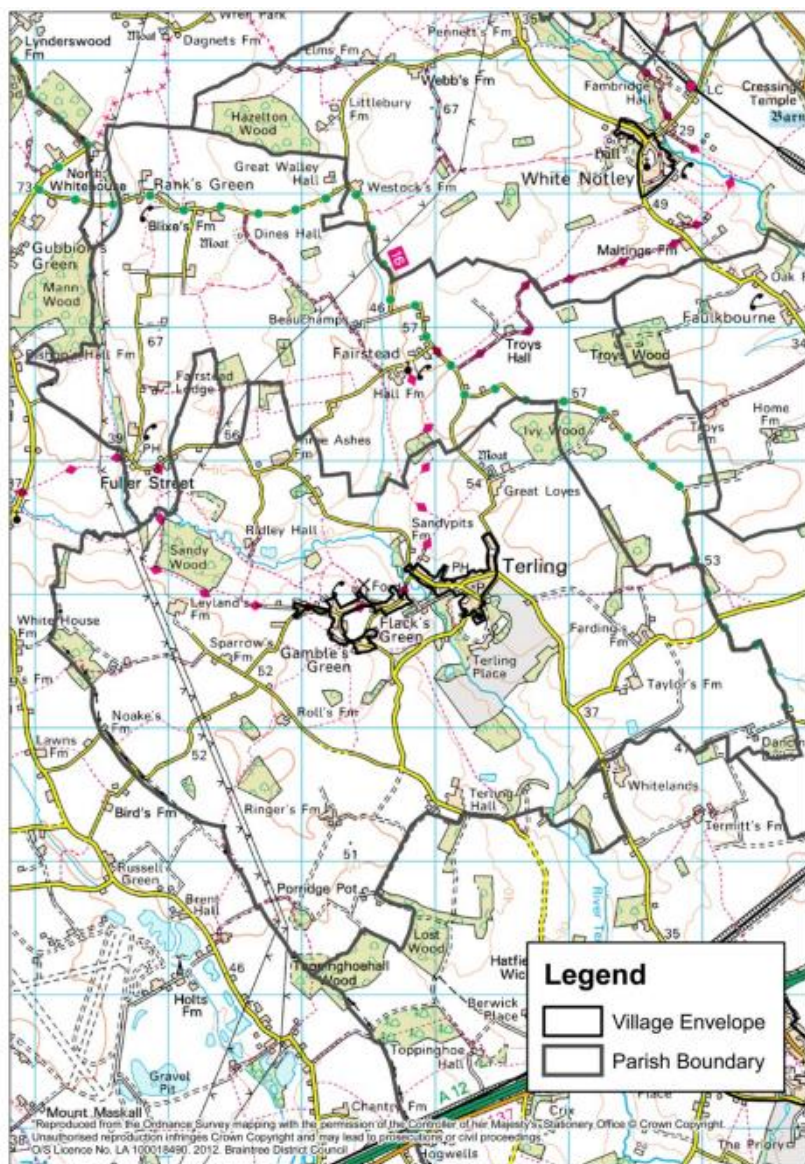
### **Applications for school places outside the normal admissions round**

All mid-year applications should be made directly to the school/academy, using the mid-year application form available on our [website](#) and/or the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception (*primary and infant schools*)/Year 3 (*junior schools*).

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

Where more applications are received than places available, within the published number intended to admit, Governors will consider applications according to the following criteria **in order of priority**.

- 1. All Looked after Children (LAC)\* seeking a place at our school.**
- 2. All children residing within the parishes of Terling and Fairstead.**



- 3. Children who have siblings' (brothers or sisters/step siblings, foster sibling and adopted siblings) attending the school who are not in Year Six.**
- 4. Children who have a parent who joins in the worship of the parish Churches of Terling and Fairstead. (At least once a month for a year). Supplementary Information Form (SIF) to be completed.**
- 5. All remaining applications.**

(When taking Church ties into account, documentation from the incumbent of the family's local church will be required).

In the event of over subscription within the above criteria, priority will be decided by straight-line distance from home to school, with the nearest having preference\*\*.

Governors are aware that children with Statements of Special Educational Needs/Education Health Care Plans that name a school in the statement are required to be admitted to the school that is named.

Unsuccessful applications have a right to appeal to the Statutory Independent Appeals Committee.

The school maintains a waiting list for entry into all classes. This is initially held only for one term. If parents wish their child to remain on the waiting list once this period has expired, they should contact the School Office and request this.

**The Published Admissions Number (PAN) for the academic year 2025/26 is 15.**

**\* Definition of Looked after Children**

*A 'looked after child' or a child who was previously looked after including those children previously looked after from outside England but immediately after being looked after, became subject to an adoption, residence or special guardianship order. 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 (see the definition in section 22(1) of the Children Act 1989).*

**\*\*Definition of Straight Line Distance**

*For admission purposes the LA uses data provided by 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. Straight line distance is measured from the address point of the home address to the 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.*



# Terling Church of England Primary School

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## SUPPLEMENTARY INFORMATION FORM

This Supplementary Information Form should be used if you are applying for a place at Terling CE (VA) Primary School. If you are applying under criterion 4, your priest, minister or spiritual leader should also complete the relevant sections.

**This form is not an application form. It will be used in addition to the Local Authority's official application form and will allow the School Governors to place applications in order, according to the school's admission criteria.**

Name of Child ..... Date of Birth .....

Name of Parents/Guardians .....

Address .....

..... Postcode .....

Under which criterion are you applying? ..... Tel No: .....

Signature of Parent/Guardian ..... Date .....

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*If you are applying under criterion 4, please complete this section:*

Name of church or place of worship .....

Name of Priest/Minister/Other .....

How often do you attend?

Weekly  Fortnightly

Monthly

Occasionally

Other

How long have you been attending this place of worship?

Less than a month

1-6 months

6-12 months

more than a year

If less than 12 months, have you been attending another place or worship regularly prior to joining this congregation?

Yes, for at least 6 months

No

Don't Know

Name of previous place of worship .....

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*If you are applying under criterion 4, please now pass this form to your Priest, Minister or Spiritual Leader and ask them to complete this section and return the form to the school.*

I confirm that this family belong to our congregation and, to the best of my knowledge, the information on this form is accurate.

Name ..... Signature .....