



Bishop William Ward C of E Primary School ADMISSIONS POLICY 2025/26

Parents wishing their children to be admitted to the school for the Reception year September intake should make an application on a common application form in accordance with the Local Authority's (LA) scheme for co-ordinated admissions. These forms will be available online at: www.essex.gov.uk/admissions. The Local Authority has a published closing date each year for these applications. Parents will also be required to submit to the school a supplementary information form, which can be obtained from the school office or on the school website.

In the event of more applications than places available the following criteria will be applied in order of priority:

1. Looked After Children, Previously Looked After Children and Children Previously Looked After from outside England
2. Children who at the time of application will have a sibling (as defined by the Local Authority in the 'Primary Education in Essex' booklet) at the school in any year except Year 6.
3. Children with no sibling within the school but who reside in the ecclesiastical parish** of Great Horkesley.
4. Children with at least one parent who is regularly*** participating in the worship of the churches of All Saints with St. Johns, Gt. Horkesley
5. Children with at least one parent who is regularly*** participating in the worship of another Christian church and whose application is supported by the appropriate Church authority.
6. Any 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, 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).

** There is a map of the ecclesiastical parish in the school office where it can be viewed by parents

*** In this context we consider 'regularly' to mean twice a month.

A sibling is defined as a child who has a brother, sister, adopted brother or sister, 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. Biological siblings who attend the preferred school will 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.

In the event of oversubscription within any of the above criteria, priority will be determined by distance from home to school. Distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the distance from the home address to the school. Those living closest to the school are given the highest priority.

In the event of oversubscription a waiting list is held until the end of the autumn term.

The admission number is 30.

All children are admitted full time in the autumn term in the academic year that they will be five. Parents have the option to request part time admission initially, subject to agreement with the school. Parents also have the option to defer admission to the term in which their child turns five, within the appropriate academic year, as explained in the booklet, "Primary Education in Essex".

Where a parent of a 'summer-born' child (1 April - 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the admission round in which they wish their child to start. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted to the school. The school will then decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place (the child's normal age-appropriate cohort). If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal. Details on the application process is provided in the Primary Education in Essex booklet, available to view on the website: www.essex.gov.uk/admissions

Children with an Education Health and Care Plan that name a specific school in the plan are required to be admitted to the school that is named.

In the event that an application is refused, parents will be advised of their right of appeal under the 1998 School Standards and Framework Act.

All in-year applications should be made directly to the school, using the in-year application form available on our website and/or the school office. In-year applications (sometimes called mid-year applications) are any application for a school place made to a year group, apart from September admissions to Reception.

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

Reviewed September 2023

Bishop William Ward C of E Primary School

Supplementary Information Form



Should the school be over-subscribed, we will need to assess applications against our Admissions Policy Criteria. Therefore we would be grateful if you could complete this supplementary information form and return it to the school. Thank you.

Child's Name..... Date of Birth.....

Address

Post Code Tel. No.....

Mother's Name..... Father's Name.....

Are either or both of the child's parents regularly* involved in the worship of the churches of All Saints with St. Johns, Gt. Horkesley? Yes/No(please delete)

Are either or both of the child's parents regularly* participating in the worship of another Christian church? Yes/No (please delete)

Signature..... Date.....

* Our school's definition of regular attendance is at least twice monthly for at least 6 months preceding application.

To be completed by Parish Priest/Minister/Religious Leader.

Are you able to confirm that the parent(s)/Guardian(s) of the above named child regularly* attend your church YES NO

Supporting comments:

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Signed.....Date.....

Parish Priest/Minister/Religious Leader

Name

(block capitals)

Name Of Church

Important

This is NOT an application form for admission to the school. You must also complete your Local Authority's official application form (the school can advise you on how to get this form). If you do not complete the LA's application form you cannot be considered for a place at a school.