

# POLICY DOCUMENT

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**Tolleshunt D'Arcy**  
**St Nicholas**  
Primary Academy

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## ADMISSIONS 2025/26 POLICY

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## **PURPOSE OF THE POLICY**

To provide clear guidelines on admissions matters for parents/carers, pupils, staff and other stakeholders.

### **Our approach to admissions**

The governors welcome applications for admission to the school from parents who wish for their children to attend this Church of England Aided Primary School. Pupils will be admitted in the September of the school year in which they become 5 years of age.

The number intended to admit for the year 2025/2026 is **30**.

In the event of there being more applicants than places, the following criteria will apply in priority order:

- 1.** Looked After Children (children in public care) and all previously Looked After Children will be given priority.
- 2.** Whether the child has a sibling attending the school at the time of the admission of the child.
- 3.** Whether the parents of the child are resident in the civil parishes of Tolleshunt D'Arcy, Tolleshunt Knights, Tolleshunt Major, Little Totham and Goldhanger.
- 4.** Whether the parents are worshipping members of a Church of England parish for which this is the nearest Church of England Aided School.
- 5.** Remaining applications

## **KEY DEFINITIONS**

### 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.

#### Children with Education, Health and Care Plan (EHCP)

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.

#### Age of Admission

Children born on and between 1 September and 31 August would normally commence primary school in Reception in the academic year beginning in September where they will become 5 years old. As required by law, Tolleshunt D'Arcy St. Nicholas Primary Academy provides for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent/carer wants a full-time place for their child from September (and is offered a place at the school) then they are entitled to that full-time place.

Parents/Carers can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent/carer 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/Carers can also request that their child attends part-time until the child reaches compulsory school age. Any parents/carers interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

Where parents/carers choose to defer entry, Tolleshunt D’Arcy St. Nicholas Primary Academy expects that the child would start at the beginning of a new school term/half term.

Where a parent/carer of a ‘summer-born’ child (22 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 normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort must be submitted. The County Council will 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.

#### Distance tie breaker

All straight line distances are calculated electronically by the Local Authority/School using data provided jointly by the Post Office and Ordnance Survey and/or Google Maps. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two 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 or School Governor not involved in admissions.

#### Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or step brother or step sister 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. 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 step brother or step sister 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.

### Priority Admission Areas

There is no guarantee of a place for children living in the priority admission area of a particular school. Details, including maps of priority admission areas are available on request from School Admissions, and can be found on the school's website.

Proof of address for all applications that are approved and accepted by parents/carers is required before a child can start school. Proof of address must be a copy of one of the following: UK driving licence, Council tax notification for the current year, a utility bill dated within the last six months (gas, electricity, water or landline phone). Where there is reasonable doubt as to the validity of a home address, the LA/Trust/School reserves the right to make additional checks including, in some cases, unannounced home visits. If a school place is secured through false information regarding home address, the LA/Trust/School may withdraw the place offered.

Home address applications are 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 copy of a tenancy agreement is provided.

### Twins, Triplets etc.

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the Local Authority 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 Local Authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an 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(ren). 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 a place would not normally be offered for all.

### Children from Overseas

As long as you have a right of abode in England, you can apply for a school place. However, you can't apply until you have an address in the country and are living here (except for Forces/diplomatic families). If an applicant meeting the approved criteria owns a property in Essex but is not living in it, but intends to take up residency at the Essex home before the start of the relevant term, the evidence of this must be provided for the application.

### Waiting lists

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.

### Can an offer of a place be withdrawn?

Once an offer of a place has been made it may be withdrawn in certain circumstances such as: failing to respond to an offer within two weeks; Making an intentionally misleading or fraudulent (e.g. falsely claiming to live in a catchment area: even if the child has started at the school, they may be asked to leave); Where a place was offered in error: but the local authority has only a very short space of time to withdraw the offer in this case.

### How to make Admissions for Primary School Places (Year R September starters only)

To make an admission to the school please visit the ESSEX.GOV.UK website (see link below).

<https://www.essex.gov.uk/apply-for-a-primary-school-place>

### Late Applications

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late

applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers in April. Where a school is oversubscribed late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school. All late applications will be considered by the Local Authority to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Where a school is oversubscribed late applications received after the first round of offers in April will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

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

Applications are made directly to Canonium Learning Trust on behalf of Tolleshunt D'Arcy St. Nicholas Primary Academy. If there are spaces in the year group an offer will be made (offer letter sent within 10-15 school days) or if not, a refusal will be sent (Refusal letter sent within 10-15 school days) and the right of appeal given if it was a first application for the year group. A copy of the appropriate offer/refusal letter is emailed to ECC admissions inbox within 2 days of sending to parent/carer in accordance with legal requirements. Unless there is a significant and material change in circumstances a second application received in the same academic year does not have to be determined by the school and no second right of appeal will be given. When there are more applications, received on the same day, than the number of places available the school's admission criteria will be used to determine any offers that can be made.

#### Appeals against admission decisions

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer pack. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.





Believe Belong Achieve

# Tolleshunt D'Arcy St Nicholas C of E Primary Academy

*Jesus said "Let the children come to me." (Matthew 19:14  
Courageous Creative Friendly Persevering Responsible Truthful*

## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO PRIMARY SCHOOL IN SEPTEMBER FOR ACADEMIC YEAR 2025/26

Child's Last Name \_\_\_\_\_ First Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Boy [ ] Girl [ ] (please tick Do Not Leave Blank)

Home Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

(This must be where the child normally lives and we may check this.)

Home Tel No \_\_\_\_\_ Daytime Tel No \_\_\_\_\_

Mobile Tel No \_\_\_\_\_ Email \_\_\_\_\_

### Parents' details

1. Full Name \_\_\_\_\_

2. Full Name \_\_\_\_\_

### The Admission Criteria

1. Will your child have a brother or sister attending the school in September 2024?  
If so please give name(s).

\_\_\_\_\_

2. If you regularly attend a Church, please could you tell us which one?

\_\_\_\_\_

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Please sign below:

Date .....

Signed ..... Parent

NOTE: This form to be returned to Tolleshunt D'Arcy St Nicholas' School Office. In addition, the Common application form for a Reception place must be completed online with the Local Authority.

Applications for children out of the normal age group will be considered by the Governing Body and the relevant professionals when the LA, under co-ordination, request the school to consider such applications. In all cases, supporting evidence should be provided.

