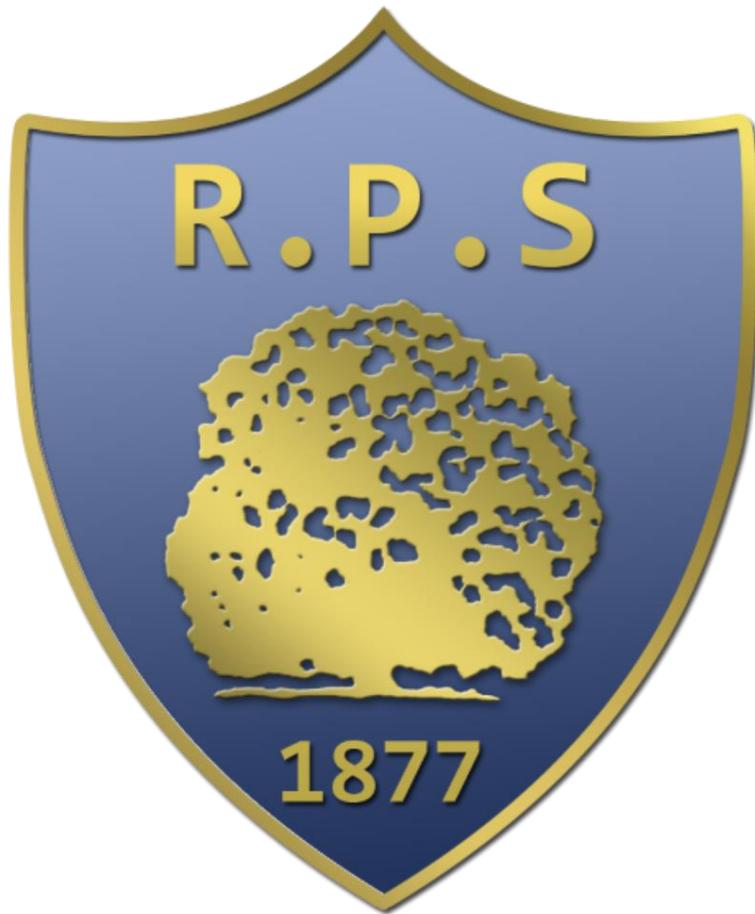


# Rochford Primary & Nursery School (Academy)



## Admission Arrangements 2022-23



## **ADMISSION ARRANGEMENTS FOR:**

### **ROCHFORD PRIMARY & NURSERY SCHOOL (ACADEMY)**

**6 Ashingdon Road, Rochford, Essex SS4 1NJ Tel: 01702 544342**

**as determined by the Governing Body and the Board of SEEAT, in accordance with the requirements of the Education (Determination of Admission Arrangements) Regulations 1999, for the academic year 2022/23, will be as follows:**

#### **PRIMARY:** N.I.A. – 30

As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday.

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 the 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 also request that their child attends part-time until the child reaches compulsory school age. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

#### **Summer-Born Children 2023 Entry**

If a child is summer-born (1 April 2018 – 31 August 2018) and parents want to defer entry until September 2023 a letter should be sent to the Headteacher, at the address listed above, accompanied by any supporting evidence asking for his view on the request. Details of how to further this request with Essex County Council are to be found in the Primary Education in Essex Booklet 2022/2023.

#### **Special Educational Needs**

In accordance with the Schools Admission Code, a child will be admitted if the school is named on their Education, Health and Care Plan.

#### **In-year Admissions**

Parents wishing to change their child's school during the school year should complete an In-year Application form. All in-year applications must be submitted to the Local Authority who co-ordinate these applications on our behalf. Guidance can be found in the Primary Education in Essex

booklet on the Essex County Council website at the following address:  
[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

Parents must not be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application. Upon receipt of an in-year application, the admission authority, or the local authority if it is coordinating the admissions authority's in-year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days.

### **Primary Applications:**

- Applications for a place in the Reception class will be processed in accordance with the co-ordinated admissions scheme operated by the child's home LA. For children resident in Essex this is published in the Primary Education in Essex booklet.
- Applications must be received by the home LA by the National Closing Date -15th January 2022.
- Applications received after the National Closing Date will be handled in accordance with the co-ordinated admissions scheme published by the home LA.
- The outcome of applications will be communicated to parents by the home LA on the published offer date.
- The Governing Body is the admission authority for Rochford Primary & Nursery School and is responsible for applying the admission criteria to rank applications in priority order. The governors are also responsible for organising and presenting admission appeals.
- Essex LA will continue to co-ordinate admissions and hold the waiting list for those children unsuccessful in gaining places at the school until the end of the first week of the autumn term. After this the governing body will hold the waiting list until the end of the autumn term and will notify the LA if an offer from the waiting list can be made on their behalf. The waiting list is held in the order of the oversubscription criteria.

### **Oversubscription:**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked after children.
2. Where the child has a brother or sister attending the school at the time of application and admission.
3. Proximity of the child's home to the school as measured in a straight line with those living nearer being accorded the higher priority (straight line distance measurement will be provided by the local authority).

## **NOTE**

1. Siblings include a child living in the same family unit in the same family household and address. This includes brothers and sisters and stepbrothers and sisters. In addition, biological siblings are treated as siblings irrespective of residence. The older sibling must be attending the school at the time the application for the younger child is submitted and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted. This would mean that a sibling link would exist when the older child was in any year except the final year of the school, which for this school would be Year 6.
2. 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 including those 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 (see the definition in Section 22(1) of the Children Act 1989).
3. The school will maintain a waiting list for the first term in each normal year of admission. For the 2023/24 academic year this will be until 31.12.23.
4. Parents must not be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application. Upon receipt of an in-year application, the admission authority, or the local authority if it is coordinating the admissions authority's in-year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days.

## **Appeals:**

Under the School Standards & Framework Act 1998, parents have the right to appeal to an Admissions Appeal Panel. Details of appeals procedures can be obtained from the school.