

**Bocking Primary School**  
**Part of Attain Academy Partnership**  
**Admission of Pupils for the School Year 2023-2024**

This policy has been written based on the Primary Education in Essex guidance, a copy of which can be found at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

**Policy and numbers**

Children will be admitted into Foundation Stage at the start of the Academic Year of their fifth birthday.

**Parents have the right for their child to start full time in September or to defer their child's entry until later in the school year if they wish. 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. Where entry is deferred, the school must hold the place for the child and not offer it to another child.**

**Parents can request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part-time place this will be mornings only.**

Parents who want to differ from the usual academy practice should discuss this with the headteacher prior to application.

The number of intended admissions for the year commencing 1st September 2023 will be 30.

The responsibility for admissions lies with Attain Academy Partnership Trust Board, but initial application for admission should be made to Essex County Council.

Completed application forms must be received by the LA by the closing date, for entry during the following academic year. All applications received by the closing date will be given priority over any applications received after the closing date. Date will be advised by the LA.

The Academy will maintain a waiting list for late/unsuccessful applicants for the duration of the autumn term. Parents may request their child's name is placed on the waiting list and their child's position on the waiting list will be determined solely in accordance with the Academy's over-subscription criteria.

**Over-subscription**

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.  
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 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).
2. Where the child has a sibling attending the Academy.

A relevant 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 in any year group excluding the final year.

3. Children living within the priority admissions area.
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance, with those living closest being given the highest priority.

### **Education, Health and Care Plans (EHCPs)**

Children with an Education, Health and Care Plan (EHCP) will be admitted if the academy is named and is confident that it has the capacity to best meet the needs of that child as set out in the EHCP

### **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](#). A list of roads within the priority admissions area is also available from the Academy.

Distance will be used to prioritise applications within and between categories 1 to 4. Straight line distance will be used for calculations. All straight-line distances are calculated electronically by the LA 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.

Distances are reported in miles to three decimal places in the first instance.

In the unlikely event of two applicants with an identical distance competing for a single place at the Academy the place will be offered to one applicant on the basis of lots drawn by a member of the Academy not associated with admissions, with the exception of twins, triplets etc.

### **Applications**

The Essex Common Application Form (CAF) is the only way you can apply for a primary or infant school place for your child. The CAF can be completed and submitted online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

Alternatively paper application forms can be found at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or you can request a paper application by telephoning Essex County Council.

### **In-Year Admissions**

All in-year applications must be submitted online to Essex County Council at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) who will manage the applications on the schools behalf. Further information on in-year admissions visit [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and in the 'Primary Education in Essex' booklet, which is also available on the website.

### **Applications for Out-of-Chronological Age Group for Summer Born Children**

Parents / carers may choose to seek a place for their child outside of their chronological age group for a 'Summer born' child (1 April – 31 August).

Applications should be made through the same process set out in this policy for both 'normal round' and 'in-year' applications. The exact process to be followed is defined in detail in the 'Primary Education in Essex' booklet available on the Essex County Council website at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). Supporting evidence from relevant professions working with

the child and family, and the views of the headteacher of the school concerned will be required to support the application. Parents should discuss this as early as possible with the school before making an application online. There are no guarantees that an application will be automatically agreed. If the application for a reception place is not accepted parents do not have the statutory right to appeal if they are not offered a place in their preferred age group.

### **Appeals**

The Academy has established arrangements for appeals against non-admission which will include an independent element. Appeals should be lodged with Essex County Council within 20 school days of the refusal letter.

For more information on school admissions visit [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

For more information on the appeals process and / or to lodge an appeal visit <https://www.essex.gov.uk/after-your-school-offer/appeals>.

### **Withdrawal of an offer**

If an Academy place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

### **Contact Details**

The Academy may be contacted via

- Bocking Primary School, Church Street, Bocking, Braintree, Essex CM7 5LA
- [admin@bockingstreet.essex.sch.uk](mailto:admin@bockingstreet.essex.sch.uk)
- 01376 322650

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