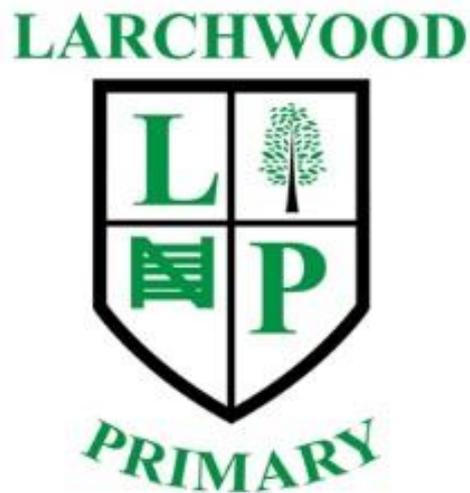


Larchwood Primary School

Admissions Policy

January 2015



Accepted By	Ratified Date	Review Cycle	Review Date
Full Governing Body	19 th January 2015	24 Months	19 th January 2017

Larchwood Primary School – Admissions Policy

Arrangements for Parents to Visit the School

Parents are welcome to visit the school by arrangement with the Headteacher when they move into the area or if they wish to see around the school prior to making a decision about their child's education. Parents of new entrants (Reception children) will be invited to meet the class teacher during the term before their child begins school.

Applications for places

All applicants are required to complete and submit an admission form to Essex County Council (ECC) School Admissions Services. This can be completed by returning the form sent out in the offer pack from ECC or online <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Apply-Online.aspx> (first time Reception class applicants).

<https://forms.essex.gov.uk/default.aspx/RenderForm/?F.Name=GQVfa8PyNTS&HideAll=1>

(changing from one primary to another)

Our current Published Admission Number (PAN) is 210. Our admission number for each year group is 30.

Admissions Procedure

Places will be allocated to the school by Essex County Council, up to the published admissions number, for each year group. There is no guarantee of a place for children living in the priority catchment area. In the event of oversubscription, places will be allocated using the following criteria in the order given:

In order of priority:

1. Looked After Children and previously looked after children (as defined on page 12 of the Primary Education in Essex 2015/16 booklet);
<http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Documents/Primary-Booklet-with-FORM.pdf>
2. Children with a sibling attending the school;
3. Children living in the priority admission area;
4. Remaining applications.

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

Straight line distance will be used to differentiate between applications in all criteria. Pupils who cannot be admitted will be offered admission to the nearest available school, taking account of parental preferences and the admission criteria for that school.

We recognise that some children will have only just reached their fourth birthday when they are due to start school. These Reception class children will be offered a full-time place to start in the September of the academic year in which they will be five.

The admission of pupils with a statement of Special Educational Needs is dealt with by a separate procedure. Such children will be admitted to Larchwood Primary School if this school is named on the statement. This is a statutory entitlement under S.324 of the Education Act 1996.

Appeals

Where parents are unsuccessful in securing a place at their preferred school, the following arrangements for an appeal within the terms of the 1980 Education Act and 1993 Education Act apply:

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