Larkrise Primary School

Admissions Policy

2027-2028

Achieve Excellence

Published admission number Academic Year 2027-2028: 30

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked after children and previously looked after children (as defined below);

2. children with a sibling attending the school (as defined below);

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, those living closest being given the highest priority.

From 1st April 2022 Larkrise Primary School will manage all midyear transfer applications. Any parent applying for a midyear transfer must send the school's application form to admin@larkrise.essex.sch.uk. On receipt of an application the school will respond to the parent within 15 school working days. Please note that this may mean that an application made in the school holidays will not be processed until the start of the school term. If there are spaces in the year group an offer will be made or if not a refusal letter will be sent and the right of appeal 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. The school will keep a waiting list and offers places following the admission criteria above.

Key Definitions 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 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2014. 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 (as defined in Section 22(1) of the Children Act 1989).

Children with statements of special educational needs

Children with statements of special educational needs or an Education, Health and Care Plan (EHCP) that name the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order.

Age of Admission

Essex County Council's policy is that children born on and between 1 September 2022 and 31 August 2023 would normally commence primary school in Reception in the academic year beginning in September 2027.

As required by law, all Essex infant and primary schools provide 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 wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents 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 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. Any parents interested in taking up a part-time place initially should contact the school for further details as to what this would entail.

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.

Where a parent of a 'summer-born' child (1st April – 31st August) wishes their child to start school in the Reception class in the autumn term following their fifth birthday, they must submit a statement informing the Headteacher of the school as to the reasons why they are requesting a deferral. This statement may be accompanied by further evidence and documents from other professionals working with the child. This is to be sent to the Headteacher by 15th December 2026. The admission authority (Quantum Academy Trust) 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. The decision will be communicated to parents/carers on or before 11th January 2027 allowing time for an application to be made within the normal application procedure timings. If the request is granted, parents/carers must email admissions@essex.gov.uk by 15th January 2027 and attach a copy of the admission authority's letter and supporting evidence. We strongly recommend that parents/carers read the Essex admissions booklet that is located on the school's website.

Distance tie-breaker

For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described above. Straight line distance is measured from the address point of the home address to address point of the school.

Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. 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 local authority not involved in admissions, with the exception of twins, triplets etc.

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 stepbrother or stepsister 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 residence. 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 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.

Priority Admission Areas

There is no guarantee of a place to children living in the priority admission area of the school. Details, including maps of priority admission areas are available on request from the school.

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 admission 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 admission 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.

Waiting lists

The school will hold a waiting list until the end of the autumn term and continue to allocate places from this list if spaces become available. Applicants will be ranked on the waiting list in priority order, according to the school's admission criteria.

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 e.g. change of address. 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 2027. 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 LA 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 2026 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

On receipt of an application after the start of the autumn term the LA will contact the school in writing for the up-to-date numbers. If there are spaces in the year group an offer will be made or if not a refusal will be sent and the right of appeal given if it was a first application for the year group.

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 LA 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, Essex. CM1 1LX.

Withdrawal of an offer

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

Changing primary schools

The opportunity to transfer depends on places being available at the preferred school. If approved, a place is usually made available at the start of the following term. If no places are available, the application will be refused and the right of appeal will be given and an application form for return to School Admissions to help secure a school place elsewhere. Applications for transfer will not be dealt with until the half term prior to the requested admission date. In cases where a child moves into a district area (proof of address required) and, as a result of the move the child would be without a school place, the application will be dealt with immediately. A child should not be withdrawn from the current school until a place has been secured elsewhere**.** Mid-year a school may admit a child over the admission number and outside the admission criteria where they have been excluded from another school or are being placed as a move supported by all agencies.

Reviewed: March 2026

Future Review Date: March 2027