



Admissions Policy 2022-23

Glebe Primary School

Creswick Avenue

Rayleigh

Essex

SS6 9HG

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Headteacher: Mr C Clarke

Academy (Co-educational): 4 – 11* School Number: 881-2167

1. Aims

This policy aims to:

- Explain how to apply for a place at the school.
- Set out the school's arrangements for allocating places to the pupils who apply.
- Explain how to appeal against a decision not to offer a place.

2. Legislation

This policy is based on the following advice from the Department for Education (DFE):

- Schools Admission Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority. Applications must be made by 15th January 2022 for Reception in accordance with the Essex Local Authority co-ordinated scheme. This process is published by Essex County Council in the Primary Education in Essex booklet.

You will receive an offer for a school place directly from your local authority.

Please note that pupils already attending our nursery will not automatically transfer into reception. A separate application must be made for a place in reception.

4. Allocation of places

4.1: PAN

The school's **published admission number** is for **60** pupils for entry into Reception.



4.2: Oversubscription criteria

If the school is not oversubscribed, all applicants will be offered a place.

When applications exceed the number of places we have available, and after the admission of pupils with Education Health Care Plans (EHCPs) where Glebe Primary School is named in the EHCP, the following criteria will be applied in this order:

1. Looked After Children and previously looked after children
2. Children living in the priority admission area with a sibling attending the school
3. Other children living in the priority admission area
4. Children living outside the priority admission area with a sibling attending the school
5. Children of teaching and non-teaching staff who have been:
 - a. employed at the school for two or more years at the time of application for the school place; or
 - b. recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Remaining applications.

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

There is no guarantee of a place for children living in the priority admission area.

Up to 24 places across the school are allocated to pupils with an EHCP where hearing impairment is the primary area of need who are placed at the school due to its enhanced provision.

4.3: Tie-breaks

In the event that the distance between a child's home and the school is equidistant and there are therefore two or more applicants tied for the final place, random allocation will be used as a tie-break to decide who has the highest priority for admission. This will be independently conducted and verified. However, if children of multiple birth (e.g., twins) are tied for the final place, those siblings will be admitted over PAN.

4.4: Summer Born Pupils

If a child is summer-born i.e. born during the period 1 April 2018 and 31 August 2018 and they are due to start in Reception in September 2022, parents must send an email to admissions@essex.gov.uk if they want a Reception place deferred and explain why they want their child to start school later than expected. Please see further details in the Primary Education in Essex booklet.

5. Mid-year admissions

You can apply for a place for your child at any time outside the normal admissions round. If there are places in the year group you are applying for, your child will be offered a place.

If there are no places available at the time of your application, your child's name can be added to a waiting list for the relevant year group. See below, section 9.4.

Mid-year applications for admission should be made using the mid-year application form, which is available on the Admissions section of the school website; paper copies are available from the school office. These should be returned directly to the school or emailed to admin@glebeschool.com.



6. Appeals

Unsuccessful applicants have the right to appeal against admissions decisions to an Independent Appeal Panel, as specified in the School Admissions Appeal Code, which will meet on a specified date. Information about how to appeal against the refusal of a school place can be found on the refusal letter.

7. Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- the views of the headteacher of the school the child currently attends.

All such requests will be considered on the basis of the circumstances of each case and the child's best interests, and either agreed or refused, on that basis. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a Reception place will be considered alongside applications for Reception. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group. If a request is refused, the child will still be considered for admission to their normal age group. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

8. Monitoring arrangements

This policy will be reviewed and approved by the **Local Governing Body** every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing body will publicly consult on these changes.



9. Notes:

9.1: Normal admissions round

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry (Year 6 for Glebe Primary School), using the common application for provided by their home local authority.

9.2: Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

9.3: Looked After Children

A looked after child is a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services functions at the time of making an application to the school. Previously looked after children are children who immediately after being looked after became the subject of an adoption, residence or special guardianship order.

9.4: Infant Class Size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are: a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school; b) looked after children and previously looked after children admitted outside the normal admissions round; c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process; d) children admitted after an independent appeals panel upholds an appeal; e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance; f) children of UK service personnel admitted outside the normal admissions round; g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

9.5: Priority Admissions Area

Details about the Glebe Priority Admissions Area are available from the school office. Parents can use the priority area postcode finder on Essex County Council's website to find which priority admission area they live in. There is no guarantee of a place for children living in the Priority Admission Area.

9.6: Waiting Lists

Essex County Council Admissions will hold a waiting list for Reception for the start of the Autumn Term. After this, until 31st December, Glebe Primary School will hold the waiting list. This will include all pupils who expressed a preference for Glebe and were not allocated a place as allocated by the Local Authority on behalf of the school, and will allocate places as they become available in priority order according to the above over subscription criteria. Parents should request that they wish their child to remain on the waiting list after 31st December. Looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.



The school will maintain a waiting list for all other years until the end of each academic year. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. Parents should request that their child remains on the waiting list at the end of each academic year.

9.7: Home address

Applications will be processed on the basis of the home address of the child at the time of application and determination. If the home address changes, proof of an exchange of contracts or copy of a tenancy agreement will need to be provided by 4th January 2022 to the Local Authority. The home address is considered to be the address at which the child lives on a permanent basis or is "ordinarily resident".

Distance from the school is calculated by the Local Authority using the address point coordinates of the school provided by the Royal Mail and Ordnance Survey. For mid-year admissions, distance calculation function within Google Maps is used to calculate distance from the school

9.8: Siblings

A sibling is defined as a child who has a brother, sister, adopted or fostered brother or sister, half-brother or sister, or stepbrother or stepsister, living in the same family unit in the same family household and address who attends Glebe Primary School in any year group where there is a reasonable expectation that the sibling will still be on roll at Glebe Primary School on admission of the applicant. Biological siblings who attend the school who live at a different address will also be treated as siblings. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

9.9: Late applications

Applications received after the published closing date will be dealt with according to the agreed arrangement of the Local Authority's co-ordinated admissions scheme. In summary, applications received after the closing date for applications will be treated as late applications unless there is evidence to show that the application or amendments could not reasonably have been made on time. Late applications will be given a lower priority and will be dealt with after all on-time applications.

9.91: Withdrawal of an offer

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



10: ADMISSION ARRANGEMENTS FOR NURSERY CLASS

1. The nursery class has an agreed admission limit of 30 pupils, this includes 4 places within the EPHIC for Hearing Impairment.
2. Children shall be admitted, when a place becomes available, for up to thirty hours a week for 38 weeks a year.
3. Admissions are considered as follows:
 - Looked after children and children previously looked after, but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989 and who is confirmed by that local authority to be expected to be still in public care when due to be admitted to school.
 - Siblings, with preference to older children according to their date of birth, preference will only be given to those with siblings who will still be in attendance at the date of admission.
 - All other applicants, with preference to the older children according to their date of birth.

Please see further details in the Primary Education in Essex booklet regarding nursery funding.