



Admissions Policy

2019/2020

Revised:

Agreed by Staff:

Agreed by Governing Body:

Date for Review:



ALTON PARK JUNIOR SCHOOL
(Alton Park Road, Clacton-on-Sea, Essex CO15 1DL)

ADMISSION POLICY

Published Admission Number 2019/2020: Years 3, 4 and 6: 120, Year 5: 150

From September 2006 Essex Local Authority have co-ordinated arrangements for admissions to primary/junior schools within its jurisdiction. There is no guarantee of a place for children living in the priority admission area.

Looked After Children (as defined below) will be allocated a place. Parents of pupils in Year 2 who wish to apply for a place at Alton Park Junior School need to make a formal application and submit this to the Local Authority by the statutory national closing date of 15th January 2020. Parents/Carers can apply on line on the website www.essex.gov.uk/admissions or telephoning 0845 603 2200 to request a common application form.

In the event of over-subscription any remaining places will be allocated using the following criteria in the order given*:

1. Looked After Children
2. Children with a sibling attending the school or Oakwood Infant and Nursery School (our partner infant school);
3. Children living in the priority admission area;
4. 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 school, those living closest being given the highest priority.

Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children).

(Where the school is named on a Statement of Special Educational Needs, the Local Governing Body has a duty to admit the child to the school).

*For applications received after the start of Year 3, Looked After Children will be given priority ahead of all other applicants.



Agreement for children living in the priority admission area

The LA may, in exceptional circumstances, offer places above the published admission number (during and after the normal time of admission): if the journey to the next nearest school with a space is not reasonable in terms of distance, accessibility or cost.

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) 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 who have siblings, ie brothers or sisters who attend the school or the partner infant school, being Oakwood Infant School;
- 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. Biological and adopted 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 the only variation to the definition above is the child should be attending, or has been offered a place at, the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission. Biological siblings who attend the preferred school will be treated as siblings irrespective of their place of residence.
- Children, who at the time of consideration, can prove that they reside in the priority admission area of the school;
- 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 school, with those living closest being given the highest priority (straight line distance from home to school will be used to prioritise applicants, using the LA mapping system in accordance with the process defined in the Primary Education in Essex booklet available at essex.gov.uk/admissions). Proof of address will be required for all applications under criteria ii) to iv). For proof of address requirements, please contact the school office.

For mid-year applications, offers must be accepted within 10 school days of the date of the offer letter sent by the Local Authority to the parent, otherwise the application will be deemed to have lapsed.

Further applications and the School Waiting List will be considered when places at the school become available. Any child not admitted will be placed on the Waiting List where they will be ranked in the appropriate year group according to the same criteria as apply to new applicants.

The school will establish arrangements for appeals against non-admissions which are independent. Details of admission and appeal arrangements will be published each year.

January 2018.