



# Admissions Policy

## 2022-23



## Admissions Policy 2022 -2023

- This policy is formulated in line with the requirements of 'The School Admissions' (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- The published Admission Number in 2022/23 for year 3 will be 120.
- The school serves the local community and offers places to students regardless of ability or aptitude.
- Except where stated otherwise in this policy, all applications should be submitted online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or by post to the Essex County Council, School Admissions, FREEPOST, PO Box 4261, Chelmsford, CM1 1GS.
- The age of admission into year 3 is 7 years.

### Procedure for Admission of Year 3

- (a) Admission will be by application through the co-ordinated Primary Admission Scheme, arranged by the Essex County Council Planning and Admission Department.
- (b) Essex County Council arranges the procedures to be followed each year.
- (c) Parents will be notified of allocation of places during the spring term prior to the September admission.
- (d) In the case of unsuccessful applications, parents wishing to appeal against the decision must do so by writing to the Clerk of the Independent Appeal Panel, within 20 days of the date of the letter notifying them that their application was unsuccessful.
- (e) A waiting list will be kept of unsuccessful applicants for year 3 until at least 31 December of each school year of admission. Should any vacancies occur the criteria for admission will be applied as below.
- (f) Applications for admission to year 3 received after the start of the new academic year should follow the same procedure for in-year applications.

### Criteria for Admission

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked after children and previously looked after children#.
2. Children with a sibling attending the school or a sibling attending Oakwood Infant and Nursery School who will still be on roll at the date of admission\*.
3. Children who reside within the Priority Admission Area.
4. Children who attend Oakwood Infant and Nursery School.
5. Children of staff; where a member of staff has been employed for two or more years at the time of the application and / or a member of staff is recruited to fill a vacancy for which there is a demonstrable skills shortage. (This should be clearly stated on the application form.)

6. Within each of the above criteria, proximity of the home to school will be taken into consideration, with those living nearer being accorded the higher priority. (Straight-line distance between home and school will be used as a tie breaker with those living closest to the school having highest priority\*\*.)

Children with an Education Health Care Plan that name a specific school are required to be admitted to the school that is named.

### **Year 3 Applications**

For the 2022/23 academic year, 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 15 January 2022. All applications should be submitted online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or by post to:

School Planning and Admissions  
Essex County Council  
P.O. Box 4261  
Chelmsford  
Essex  
CM1 1GS  
Telephone : 0845 603 2200  
E-Mail : [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

### **For All In-Year Applications (\*\*\*)**

For in-year applications, an application form needs to be completed. Parents can apply on line on the mid-year application portal, or download a paper application from the Local Authority Planning and Admissions website: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). The LA will apply to the school on your behalf. A copy of the application form can be requested from: School Planning and Admissions [contact details as shown above].

### **Admission Appeals**

Where applicants are declined a place at the school, parents have a statutory right to appeal against the decision. They should indicate their wish to do so by writing to the Clerk of the Appeal Panel, PO Box 11, Chelmsford, CM1 1LX within 20 days of that refusal. Parents/carers may only submit one application for an academic year unless there are significant material changes of circumstances relevant to the application; appeal forms can also be obtained from the school.

Parents and prospective students are very welcome to visit the school at any time; however, this is not an offer of a placement. Please telephone the school to make an appointment.

### **Clarification of Admission Selection Criteria**

(#) The definition of a Looked After Child will be the same as the Local Authority uses:

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. 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).

(\*) The definition of a sibling will be the same as the Local Authority uses:

For applications made in the normal admissions round, and for mid-year admissions, 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 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.'*

(\*\*) All straight-line distances are calculated electronically by the Local Authority using data provided by Ordnance Survey. The data plots the co-ordinates of each individual property and provides the address point between which straight-line distance is measured and reported to three decimal places.

(\*\*\*) In-year applications are applications that take place outside of the normal admissions round.