

RADWINTER C of E (V.A.) PRIMARY SCHOOL



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Headteacher: Mrs. Emily Bartram

Published Admission Number: 15

ADMISSION ARRANGEMENTS FOR 2027/28

Radwinter C of E (V.A.) Primary School is a Voluntary Aided Church of England Primary School within the Diocese of Chelmsford. Essex County Council (ECC) operates an agreed coordinated admissions scheme in line with government legislation. ECC will coordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy however offers will then be made to families by the Essex Local Authority (LA).

Radwinter C of E (V.A.) Primary School serves the catchment area of the parishes of Radwinter and Hempstead. Subject to our published number, children of parents living in the above parishes would normally be offered a place at our school.

The published admission number for EYFS each year is 15. We provide a full-time place for children from the September following their fourth birthday. This means that children born on and between 1 September 2022 and 31 August 2023 will normally be admitted into Reception in the academic year beginning September 2027 (during which they will become 5 years of age). Children are admitted without reference to ability or aptitude.

Where there are more applications than places available, decisions will be made according to the order of the criteria listed below. However, children who have an Educational, Health and Care (EHC) Plan which names the school on the EHCP are required to be admitted irrespective of the previous admissions criteria.

During the term prior to admission, parents and children who are offered a place at the school will be invited to the school to discuss admission arrangements.

As a Voluntary Aided school the Governors are the Admission Authority and Essex County Council is the Local Authority. Applications for EYFS are made to Essex County Council. The applications are then ranked by the school according to our admission policy irrespective of whether the school is 1st 2nd 3rd or 4th place choice. Essex County Council then allocates places according to our PAN. The Governors set the admission number, which is currently 15.

Subject to availability of places, it is the policy of the Governors to admit the children of all parents who opt for their children to be educated at this school.

Children are admitted subject to the criteria below, in agreement with the Local Authority. In the event of there being more applicants than places available, the Governors will apply the following criteria in this priority order.

- 1) Looked after children, including those children that were formerly looked after:
"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)."

- 2) Children living in the catchment area of the parishes of Radwinter and Hempstead (a map is available on request from the school) with brothers or sisters on roll who will continue to be at the school in the next academic year, i.e. not in Year 6, as defined in the Primary Education in Essex booklet.
- 3) Other children living in the catchment area of the parishes of Radwinter and Hempstead.
- 4) Children living outside the catchment area of the parishes of Radwinter and Hempstead with brothers or sisters on roll who will continue to be at the school in the next academic year, i.e. not in Year 6, as defined in the Primary Education in Essex booklet.
- 5) Parents on the Church Electoral Roll of, or attached to, St Mary's Church Radwinter or St Andrew's Church Hempstead.
- 6) Children who have medical, pastoral or social reasons for attending this school supported by professional evidence indicating why this is the only suitable school for them.
- 7) Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 8) Children whose parents, including those worshipping in another faith or denomination, wish them to attend a Church of England school. The Priest or Minister in Charge will confirm that the family are active members of their worshipping community.
- 9) All other applications.

It should be noted that parents who wish to apply under Points 6 and 7 above will be required to fill in the school's Supplementary Information Form as well as the LA's common admission form. The Supplementary Information Form must be confirmed by a signed statement from the local clergy. The school's form should be submitted to school before the end of February 2027. Copies of these forms can be obtained through the school.

Please note, any child for whom the school is named in an Education, Health and Care plan will be admitted before the application of oversubscription criteria.

These criteria will also apply for mid-year admissions, given the school's maximum capacity.

All applications, including late applications, will be handled in accordance with the co-ordinated admissions scheme published by Essex County Council in the Primary Education in Essex booklet.

In the event of a 'tie-break' situation those living closest will be given the highest priority, as defined in the Primary Education in Essex booklet. The distances are calculated by the Local Authority, by use of a Geographical Information System which accurately measures the straight-line distance from the home address to the school.

If the Governors refuse an admission the parents are given the right of appeal – details of the Appeals Procedure are available from the School Office.

In accordance with the coordinated admissions scheme operated by Essex County Council, the names of children refused a place will be maintained on a waiting list held by the County Council until the end of the first week of the autumn term. Thereafter the school will hold the waiting list. The waiting list will be held in the order of the admissions criteria.

Deferred Entry

The school's policy is that all children will be admitted into school in the September following their fourth birthday.

Parents can however, request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents can request that their child attends part-time until the child reaches compulsory school age. These requests are subject to agreement with the school.

Parents 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.

Where parents choose to defer entry, a 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 autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort should be submitted. The Governing Body will decide whether the application for a EYFS 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. Further details are provided in the 'Primary Education in Essex' booklet.

If the application for an EYFS place is not accepted, this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Parents will be asked to write a letter to the school, stating their case as to why this would be in the best interests of the child. They may choose to include evidence from relevant professionals as appropriate. This will be passed to the school's Admission Committee, who will consider each case on an individual basis, taking into account evidence provided and the headteacher's professional judgement of the best interests of the child.

If the application for an out of age-appropriate reception place is not accepted this does not constitute a refusal of a school place and there is no right to an independent statutory appeal.

Applications

For children who will be starting school in the 2027/28 academic year, applications for admission to EYFS will be handled in accordance with the co-ordinated admission arrangements operated by Essex County Council and published in the Primary Education in Essex 2027/28 booklet. The closing date for applications, which should be sent directly to Essex County Council, using the Common Application Form provided on their website. Applications can also be made online up to the closing date at www.essex.gov.uk/admissions.

Application for places at times other than specified for Reception entry:

Places will be offered where numbers in the appropriate age-related class are below 30 with the same criteria applied as set out in other sections of this policy.

Parents have the right of appeal against any decision and should do so via Essex County Council. Appeals are heard by a panel that is independent of the school.