



**Richard de Clare  
Community Academy**

**Admissions Policy  
2022-2023**



## **Richard de Clare Primary School Admissions Policy for 2022 – 2023**

**Published Admission Number: 60**

### **Admissions for Reception Pupils**

At Richard de Clare Primary School all children born between 1st September 2017 and 31st August 2018 will be admitted in full time education in the Autumn Term of 2022. Parent/Carers can apply online to Essex County Council on [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or request an application form by telephoning 0845 603 2200.

The Schools Planning and Admissions Department at Essex County Council allocate all intake of children wishing to join Richard de Clare Primary School. In the first instance you will need to contact 0845 603 2200 to request a common application form or apply online at [www.essex.gov.uk/Education-Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx](http://www.essex.gov.uk/Education-Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx).

For mid year applications to Richard de Clare Primary School please contact us so that you can add your child to our waiting lists that we hold. Please note that applications still need to be sent to the Local Authority, Planning and Admissions in the normal way.

In the event of oversubscription any remaining places will be allocated using the following criteria in the order given:

- 1) Looked After Children and previously Looked After Children;
- 2) Children with a sibling attending our school;
- 3) Children living in the priority 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.

### **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 2012. 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 or Education Health Care Plans for special educational needs**

Children with Statements or Health Care Plans needs that name the school on the statement are required to be admitted to a school regardless of their place in the priority order.

#### **Applications Procedures**

Applications must be made in accordance with the co-ordinated scheme operated by the child's home LA. For children resident in Essex this is detailed in the Primary Education for Essex booklet.

### **Age of Admission**

All children will be admitted full time in the September following their fourth birthday. As required by law, all Essex infant and primary schools provide for the full-time admissions 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 individual school(s) for further details as to what this would entail.

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' (22nd 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 must be submitted. Richard de Clare school will 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. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

For information on Admissions Appeals for 2022/2023 arrangements can be found in the Essex County Council Website [www.essex.gov.uk](http://www.essex.gov.uk) and follow the links to Education and School/Admissions/Appeals.

### **Mid-Year Applications**

Applications for school places outside the normal admission round, whether in-year or at the start of the school year, which is not a normal point of entry to the school, should be made to Essex County Council using their common application form. The following procedure will apply once a place has been offered: Contact will be made with the previous school to obtain information on any Special Education Needs or attendance issues. An appointment will be made with the parents/carers and Headteacher to discuss the feedback from previous School/s and any concern and/ or appropriate interventions to support the child/children will be discussed once a place in the school has been offered.

### **Late Applications**

Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklet which is available from the LA> Late applications will be dealt with as detailed in this booklet for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA. In the event of over subscription, children's names will be added to the waiting list held by Richard de Clare and will be determined in accordance with the admissions criteria.

### **Appeals**

Parents have the right of appeal to an Independent Statutory Appeals Panel for a place at any school that they had out as a preference and for which they had not been allocated a place, even if it is a lower preference than that offered.

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