

**Jotmans Hall Primary School**  
**Admissions Policy - Academic Year 2016/17**

**Early Years Admissions**

All children who become 5 years of age between 1<sup>st</sup> September and 31<sup>st</sup> August inclusive will be admitted full time in September. All children will be admitted full time in the September following their fourth birthday.

Parents can 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. 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. Where parents choose to defer entry, the child will start at the beginning of a new school term/half term.

Parents can request that their child attends part time until the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only.

The number intended to admit for each academic year from September to August is 42.

The maximum number of pupils in each class is 30 in Key Stage 1 (infant) and at Key Stage 2 (junior), it is intended to be 32.

**Application Procedure**

Applications must be made in accordance with the co-ordinated admission arrangements operated by the child's home local authority. For children resident in Essex this is detailed in the *Primary Education in Essex* booklet published by Essex County Council.

**Oversubscription**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit;

1. Looked After Children and previously looked after children (as hereinafter defined)<sup>1</sup>;
2. Children with a sibling<sup>2</sup> attending the school at the time of admission;
3. Children living in the priority admissions area;
4. Remaining applications

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<sup>1</sup> 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 service functions (as defined in Section 22 (1) of the Children Act 1989).

<sup>2</sup> A relevant sibling is a child who has a brother, sister, adopted brother or sister, or step-brother or step-sister living in the same family unit in the same household and address who attends Jotmans Hall Primary School in any year group excluding the final year. Biological siblings who attend the school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

### **Exceptional Medical Circumstances**

Exceptional medical circumstances (supported by medical evidence i.e. a letter from a doctor or other registered health professional at the time of application) may override the above admission criteria, except Looked After Children.

### **Pupils with a Statement of Special Educational Needs**

Pupils with a statement of special educational needs whose statement names Jotmans Hall Primary School will be admitted irrespective of our admissions criteria.

### **Straight Line Distance**

In each individual criterion, distance between home and school (measured in a straight line) will be calculated, with those living closest being given the highest priority. Straight line distances are calculated by Essex County Council using a computerised geographical information system as defined in the *Primary Education in Essex* booklet.

### **Waiting List**

In the event of oversubscription, a waiting list will be maintained at Essex County Council until the end of August 2016. Thereafter the waiting list will be maintained by the school until the end of the Autumn term 2016. The waiting list will be maintained in the order of the admission criteria.

### **Late Applications**

Applications received after National Closing date will be handled in accordance with the co-ordinated admission arrangements operated by child's home local authority. For children resident in Essex this is published in the *Primary Education in Essex* booklet.

### **Appeals**

Parents whose children are refused admission to the school have a statutory right to appeal to an independent appeal panel i.e. independent of the school.