

**Jotmans Hall Primary School**  
**Admissions Policy - Academic Year 2024-25**

**Early Years Admissions**

As required by law, the school will provide for the full-time admission 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 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 school for further details as to what this would entail.

If you plan to defer your child's start date until later in the school year, you must still apply at the usual time for primary or infant school places. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

**Summer-born children**

Where a parent of a 'summer-born' child (1 April - 31 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 admission authority for the 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.

The number intended to admit for each academic year from September to August is 45.

**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

### **Exceptional Medical Circumstances**

Exceptional medical circumstances in respect of the child or primary parent/carer (supported by recent professional medical evidence) may override the above. This evidence will have to demonstrate that Jotmans Hall is the only suitable school. A panel of Governors will review the evidence and determine whether the child will be given priority.

### **Pupils with an Education Health & Care Plan**

Pupils with an Education Health & Care Plan which 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 2024. Thereafter the waiting list will be maintained by the school until the end of the Autumn term 2024. 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.

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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.

### **Applications for school places outside the normal admissions round**

All mid-year applications should be made directly to the school/academy, using the mid-year application form available on our website and/or the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception (*primary and infant schools*).

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.