

# **Two Village C of E Primary School**



## **Admissions Policy**



## **ADMISSIONS POLICY 2022-2023**

Legislation requires parents to apply to Essex County Council for their preferred primary school. Therefore, parents expressing an interest for their child to attend Two Village Church of England Primary School for the Academic Year 2022/23 should make application on the Essex Common Application Form (CAF) and return the completed form to Planning and Admissions at County Hall, Chelmsford, or go online at [www.essexcc.gov.uk/admissions](http://www.essexcc.gov.uk/admissions). This form enables parents to submit up to four preferences for an Essex primary school - the CAF is the only valid form of application.

Our Published Admission Number (PAN) is 30.

Should your child gain a place at our school for the 2022/23 Academic Year, they will be offered a place in the Early Years Foundation Stage in the September following their 4<sup>th</sup> birthday.

There is no guarantee of a place for children living in the priority admissions area. In the event of over-subscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously Looked After Children (as defined on page 14 of the Primary Education in Essex 2021/22 booklet)
2. Children with a sibling attending the school
3. Children living in the priority admissions area
4. Remaining applications

In the event of over-subscription within any of the above criteria, priority will be given to looked after children and then be determined by straight line distance from home to school, those living closest being given the highest priority.

### **Notes**

The term sibling means children with a brother or sister attending the school at the time of application and determination.

### **Appeals**

Parents will appreciate that if a school is over-subscribed it will not always be possible to be offered a place in their first choice of school. Many parents will wish to make alternative and definite arrangements for their children. Parents, however, have the right to appeal and should contact Planning and Admissions, County Hall, Chelmsford, Essex, Tel 0845 6032200.

**Approved by Governors:** January 2021

**Reviewed Annually**

**Next Review:** January 2022