

Two Village C of E Primary School



Admissions Policy



ADMISSIONS POLICY 2023-2024

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 2023/24 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. 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 2023/24 Academic Year, they will be offered a place in the Early Years Foundation Stage in the September following their 4th birthday.

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 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 parent interested in taking up a part-time place initially should contact the school for further details as to what this would entail.

Parents of summer born children may request that their child delays starting Reception until the following academic year. Supporting evidence should be provided and the school will consider the request with the support of the relevant professionals. Correspondence will be co-ordinated by the LA.

There is no guarantee of a place for children living in the priority admissions area.

Over-Subscription

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
2. Children with a sibling attending the school
3. Children living in the priority admissions area
4. Remaining applications



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Sowing the Seeds for Success – With God Nothing All Things Are Possible

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.

Siblings

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

Education Health Care Plans

Children with an EHCP that name a school are required to be admitted to that school.

Waiting Lists

A waiting list will be held for classes that are full until at least 31 December of each school year of admission. This list will be ranked in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. **Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.**

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.

In-Year Admissions

At Two Village, we accept in-year admissions for years R-6, if a vacancy occurs. Applications for in-year admissions should be made directly to the school using the forms found on our school website. We maintain a waiting list of those to whom we are unable to offer places and who indicate in writing that they would like to remain on the waiting list. In-year applications are processed and incorporated into the appropriate year according to the admissions policy.

Approved by Local Schools Board: January 2022

Reviewed Annually

Next Review: January 2023