Admissions Policy

Maylandsea Primary School

Published Admission number 2027/2028: 30

Addmissions criteria

When the academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

2. Children with a sibling attending the school excluding the final year

3. Other children by straight line distance

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 2014. 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).

Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

Age of Admission

Essex County Council's (The LA) policy is that children born on and between 1 September 2022 and 31 August 2023 would normally commence primary school in Reception in the academic year beginning in September 2027.

As required by law, all Essex infant and primary schools 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 (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' child (1st April – 31st August) wishes their child to start school in the Reception class in the autumn term following their fifth birthday, they must submit a statement informing the Headteacher of the school as to the reasons why that they are requesting a deferral. This statement may be accompanied by further evidence and documents from other professionals working with the child. **This is to be sent to the Headteacher by 17th December 2026.** The admission authority (Quantum Multi-Academy Trust) will then 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. The decision will be communicated to parents/carers on or before 7th January 2027 allowing time for an application to be made within the normal application procedure timings. If the request is granted, parents/carers must email admissions@essex.gov.uk by the application deadline date and attach a copy of the admission authority's letter and supporting evidence. We strongly recommend that parents/carers read the Essex admissions booklet that is located on the school's website.

Distance tie breaker

All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the admission authority not involved in admissions.

Twins, Triplets etc.

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot been offered initially, the admission authority will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be

offered a place initially, the admission authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

Medical circumstances

Exceptional medical reasons why a child should attend a particular school will override other admission criteria (other than Looked After Children) if supported by medical evidence at the time of application but will not override the published admission number (PAN). The relevant medical reasons may be in relation to either the child or one or both parents. Applicants must provide evidence from a doctor or other registered health professional setting out why the preferred school is the most suitable, and the difficulties that would be caused if the child attended and had to travel to another school.

Where a parent asks for exceptional medical circumstances to be taken into account in connection with a mid-year application those circumstances will only be considered where it is necessary to rank applications in priority order, for example, where more than one applicant for a single space has been received and one of those applicants has stated exceptional medical circumstances. The admission authority will consider medical grounds once this has been received from the local authority at a meeting of the admission committee.

Waiting lists

School Admissions will hold waiting lists for all oversubscribed schools until the end of the summer term and then distribute this list to the academy trust to continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria.

Late Applications

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers in April. Where a school is oversubscribed late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school. All late applications will be considered by the LA to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Where a school is oversubscribed late applications received after the first round of offers on national offer day 2026 will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Applications made after the start of the autumn term – midyear transfers

From 1st April 2022 Maylandsea Primary School will manage all midyear transfer applications. Any parent applying for a midyear transfer must send the school's application form to admin@maylandsea.essex.sch.uk. On receipt of an application the school will respond to the parent within 15 school working days. Please note that this may mean that an application made in the

school holidays will not be processed until the start of the school term. If there are spaces in the year group an offer will be made or if not a refusal letter will be sent and the right of appeal given. When there are more applications, received on the same day, than the number of places available the school's admission criteria will be used to determine any offers that can be made. The school will keep a waiting list and offers places following the admission criteria above. The application form for a school place can be found via the following link www.maylandsea.essex.sch.uk/admissions-arrangements

Appeals against admission decisions

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place is available on the ECC website.