



Ridgewell C of E Primary School

A member of The Diocese of Chelmsford Vine Schools Trust

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www.ridgewell.essex.sch.uk

ADMISSIONS POLICY 2022/23

Applications

From September 2006 Essex Local Education Authority has coordinated arrangements for Reception admissions to all primary schools within its jurisdiction. It produces a common application form for Reception admissions which is available on-line by following the link www.essex.gov.uk/admissions. Paper copies of the form are also available from the School Office and the LEA. Parents should submit/send their completed application forms to the **Local Education Authority** stating their preference for Ridgewell C of E Primary School. Applications for admission to the School in the academic year commencing in September 2022/23 must be received by the LEA no later than their published deadline date.

The number intended to admit is 15.

The school capacity number is 105.

One term Early Years Admission in the Autumn Term.

In the event that there are more applications than there are places available, the following criteria will be taken into consideration in the order given:

1. Children with an Education, Health and Care Plan (EHCP) that names the School.
2. Looked After Children, Previously Looked After Children or Children Internationally Adopted After Public Care. *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 services functions (see the definition in section 22 (1) of the Children Act 1989).*
3. Children with Exceptional Medical or Social Needs.
4. Children living in the priority admissions area with a sibling at the School.
5. Other children living in the priority admissions area without a sibling at the school.
6. Other children living in the priority admissions area without a sibling at the school.
7. Children living outside the priority admissions area who meet the faith criterion.
8. All other children.

NB: The priority admissions area includes: Ridgewell, Ashen and Birdbrook.

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

All applications received by the published closing date will be given priority over any applications received after the closing date, unless one could have not reasonably made an application on time (e.g. change of address).

Mid Year Applications

This is a coordinated process undertaken by Essex County Council admissions. Applications for mid year should be made directly with ECC Admissions through their website www.essex.gov.uk. Please note that details can be found on their website regarding paper admission applications. The school will hold a waiting list for mid year applications. If you live out of the Essex County Council area you should make an application directly with your local authority who will forward information to ECC on your behalf.

Applications for deferred entry/part time attendance

Parents have the right to start their child in full time education from the September following their fourth birthday. There is also a legal right for parents to defer entry for their child until later in the year or until the child reaches compulsory school age, which is the term following their fifth birthday. The school will hold a deferred place for a child, please refer to page 9 of the Primary Education Booklet available through www.essex.gov.uk.

With regards a summer born child i.e. born between 1 April and 31 August of applicable admission year the school will consider a delayed entry in accordance with the process to be followed as detailed in the published Primary Booklet, page 10. Supporting evidence from the relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort must be submitted in all cases. The Admission Authority for the school, which is the Governing Body, 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.

We will consider a part time timetable for any child "for reasons which relate to the physical or mental health of the child, it would be not in the child's best interest for full time education to be provided for the child"¹. Due process will need to be followed if school and/or parent wishes to pursue this.

Waiting List

The Essex Admissions department will hold the list of applicants until the first day of the autumn term. At this time they will pass it onto the Governing Body of Ridgewell Church of England Primary School who will retain the list until the end of the autumn term. Both authorities will inform applicants if they have moved from the waiting list to a position where a place has become available.

Please note that in reference to the Reception waiting list, this will be held in school until 31st December of each given admissions year, each time an addition or removal of child on waiting list is received, the list will be ranked again in accordance with our admissions and oversubscription criteria and should a place become available both the family and the Admissions Authority will be notified.

¹ S.2.19 Education Act 1996

With regards a waiting list for all other year groups, this will be held in school until for the duration of the term that the application was received, any additions or deletions from the waiting list will result in the list being ranked again in accordance to our admissions and oversubscription criteria. Should a place become available both the family and the Admissions Authority will be notified.

Appeals Procedure:

Should the governors refuse an application, reasons must be given for the refusal and Parent's have the right to appeal against the decision. Parents wishing to appeal should do so in writing within 14 days of receiving the decision of the governors. Correspondence should be addressed to:

The Clerk to the Independent Appeal Panel,
PO Box 4261
County Hall,
Chelmsford
Essex
CM1 1GS