

**Colne Engaine C. of E. (Aided) Primary School  
Admissions Policy 2023-2024**

**Number intended to admit**

**16**

**Admission Criteria**

The responsibility for admissions lies with the Governors but initial application for admission should be made to the Local Authority. Completed application forms must be received by the date specified by Essex Local Authority each year for entry during the following academic year. Please refer to the Primary Education in Essex booklet available on the website [essex.gov.uk/admissions](http://www.colneengaine.essex.sch.uk) for information on deadlines and processes. There is no guarantee of a place for children living in the Parish of Colne Engaine. A map of the catchment area is available in the school office and is also on our school website <http://www.colneengaine.essex.sch.uk>.

The Governors will rank applications using the following criteria, in the order they are listed, number 1 being the highest priority. Supporting Information for criteria 5, 6, and 7 will be required.

1. 'Looked after children' will be given first priority over all other applicants.
2. Children living in the parish of Colne Engaine with a sibling already attending the school.
3. Children living in the parish of Colne Engaine.
4. Children living outside the parish of Colne Engaine with a sibling already attending the school
5. Whether the parents are regularly involved in the worship of the Anglican Church
6. Whether the parents are regularly involved in the worship of a non-Anglican Christian denomination.
7. Whether the parents, although regularly involved in the worship of another Faith, wish their child to attend an Anglican school because of its specifically religious emphasis.
8. Remaining applications

Footnotes to the criteria:

- 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).
- Children with an Educational Health Care Plan are required to be admitted to the school if named in the statement.
- Governors will consider 'regularly' to mean that parents attend at least monthly.
- 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.
- Siblings are defined as a child living in the same family unit in the same family household and address as a child who attends the preferred school at the time of application and with a reasonable expectation that the brother or sister will still be attending at the time of admission. This therefore includes the brothers or sisters and step brothers and sisters. In additional biological siblings will be treated as siblings irrespective of place of residence.
- Mid year applications will be determined in accordance with the Local Authority's mid year admissions protocol.

A waiting list for Reception places will be kept for two terms following the start of the Academic Year. Applicants will be ranked in the same order as published criteria.

All children may start in the September following their fourth birthday. Parents may request that the date their child is admitted to the school is deferred until a later term in the school year or until the term in which the child reaches compulsory school age in that school year. Parents may request that their child attends part time until the term in which the child reaches compulsory school age.

Parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Applications for children out of the normal age group will be considered by the Governing Body and the relevant professionals when the LA, under co-ordination, request the school to consider such applications. In all cases, supporting evidence should be provided.

Parents will appreciate that if a school is oversubscribed it will not always be possible to offer a place at their first choice of school. Many parents will wish to make alternative arrangements for their children. The 1996 Act does, however, give parents the right to appeal against decisions of the Governors regarding admissions. Parents wishing to appeal should notify the Clerk to the Independent Appeals Panel, P O Box 11, Chelmsford, CM1 1LX - within fourteen days of receiving the decision of the Governors. The case will be heard by an independent Appeals Committee. Parents may put their case themselves or appoint a representative. The committee's decision is binding for both parents and Governors