



# Primary Education in Essex

Your guide to starting primary education  
or transferring from infant to junior school  
2012/2013

Closing date for applications: 15 January 2012  
Apply online at: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)



**Parents and carers who live in Essex can now apply for their child's school place online using the Essex Online Admissions Service at:**

[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

The online application system has a number of benefits for parents and carers:

- it's quick and easy to use;
- you can access related information through links on the website to find out more about individual schools, such as home to school transport or inspection reports;
- you can change the school preferences or the order of preference on your application up to the closing date;
- you will be sent an email immediately to confirm that your application has been received;
- you will be told the outcome of your application more quickly than by post if you request it to be sent to you by email as well.

When making your online application use this space to record your unique identification code (UID) which will have been sent to you by post. Please also make a note of the password you choose when first logging on to register as you will need it to enter the site on any future occasion.

UID:

My password:

You will be able to make your application online from **17 October 2011**.

The closing date for primary applications is **15 January 2012**. This is the statutory national closing date set by the Government.

You will be able to view your application online after the closing date of 15 January but you will not be able to amend your preferences after this time. Should you have a genuine reason for amending your preferences after the closing date, you will need to notify School Planning and Admissions in writing (see page 10).

**Please note that it is not possible to apply for a junior school or a mid-year place on line.**

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The information contained in the booklet is correct as at the time of printing. Policies may change in the light of decisions made by the Schools' Adjudicator or any changes in the law. An addendum will be available on the website and on request.

## Introduction

Welcome to Primary Education in Essex 2012/2013. This booklet is for parents and carers whose children will be starting primary education or transferring from infant to junior school in Essex in the school year that begins in September 2012. Please take the time to read this booklet carefully as it will help you through the application process. It gives you the information you need to help you make an informed application for your child's primary education, explains how school places are allocated and how to appeal if you are refused a place at your preferred school(s). Vital information is included to help you through the co-ordinated admissions process, including the all important deadline for getting your application in on time. Please make use of all your preferences.

In 2007/08 we introduced the online applications system through which over 65% of applications were submitted last year. Applying online allows you to complete the process quickly and easily over the internet. Alternatively an application form can be found on our website for printing or you can request a paper form if you would prefer to apply on paper. **Please do not do both.**

The Local Authority (LA) is the part of Essex County Council which has responsibility for the provision of education across the county.

The LA's School Planning and Admissions team provides help to parents applying for primary or secondary places in Essex and is responsible for the co-ordination of admissions to all Essex maintained schools. The Education Transport and Awards team process applications for free home to school transport for children of compulsory school age. If you require any assistance with your application School Planning and Admissions will do their very best to help you (contact details are at the back of this booklet on page 32).

We are proud of our schools and teachers in Essex. Together they provide excellent teaching and learning opportunities in a well resourced, caring environment. Essex schools will encourage your child to develop and will provide an excellent preparation for their future. I hope that your child has an enjoyable and fruitful primary education, and I wish them every success for the future.



Councillor Stephen Castle

Cabinet Member for Education  
and the 2012 Games

# Timetable for primary school admissions 2012/2013

## Keeping track of your application

As deadlines are a critical part of the process of applying for a child's primary school place, a step by step timetable is here to assist parents. You can use it to check that you have done what you need to and received the necessary information and correspondence. The Local Authority sends all correspondence "in good faith" that it will be received on time. If you do not receive any of the key letters or emails, including an acknowledgement of your application, then please contact School Planning and Admissions immediately (contact details are on page 32).

DATE	PROCEDURE	ACTION BY
Week commencing 10 October 2011	Unique Identifier (UID) and application information sent to all parents of eligible Essex resident children registered with an Essex GP when the data was received from the Health Authority. This booklet is also available on the ECC website.	LA
17 October 2011	Online applications facility opens (see page 2).	LA/Parents
October 2011 – 15 January 2012	Visit the admissions website and read through this booklet, find out about and visit schools. It is important to consider how your child will get to school (see transport guidelines on page 24).	Parents
W/C 5 December 2011	A reminder letter will be sent to parents who have yet to submit an application form.	LA
<b>15 January 2012</b>	<b>LAST DAY FOR RECEIPT OF COMMON APPLICATION FORM EITHER PAPER OR ONLINE.</b> <b>Applications received after this date will generally be treated as late. The online admissions system will not accept applications after this date.</b>	Parents
January – April 2012	Admission policies for schools are applied to relevant applications – see page 19 for an explanation of the process.	Schools and LA
12 February 2012	The last date that evidence of changes of address can definitely be accepted to be included in the first round of offers on 18 April 2012.	Parents/LA
<b>18 April 2012</b>	<b>OFFER DATE.</b> Offer letter sent to all Essex resident applicants. An email will also be sent to those who applied online and who asked for it, confirming the outcome of their application. <b>If you DO NOT receive a letter by 27 April 2012 then please contact School Planning and Admissions.</b>	Parents/LA
9 May 2012	The latest date to lodge an appeal against a refusal of a place if you want it to be heard before the end of the summer term	Parents
May – September 2012	Waiting lists are maintained for all oversubscribed schools and any places that become available are filled.	LA
May – July 2012	Appeals held.	Schools and LA
10 September 2012	LA ceases to maintain waiting lists for foundation and voluntary aided schools and Academies.	LA

## Essential information for parents

This booklet contains the arrangements for admissions to schools as carried out by Essex County Council.

All of this is in accordance with statutory regulations and guidance from the Department for Education and the statutory instruments.

### Common Application Forms (CAFs) and Supplementary Information Forms (SIFs)

Parents<sup>1</sup> living in Essex<sup>2</sup> must apply to Essex County Council for their preferred primary or infant schools. The Essex Common Application Form (CAF) is the only way you can apply for a primary or infant school place for your child. The CAF can either be completed and submitted online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or you can complete and return the form in the centre of this booklet. **Please do not do both.** If more than one application is received the LA will process the last one to be submitted. All parents who list their preferred schools on the LA's CAF are regarded as having made valid applications.

Your online application will be acknowledged immediately by email only. Paper applications will be acknowledged within 10 working days. Please contact School Planning and Admissions if you do not receive an acknowledgement (contact details are on page 32).

Some schools will need extra information to rank your application against their admission criteria after you have made an application. These schools will ask you to complete a Supplementary Information Form (SIF). Most schools of a religious character will ask you to complete a SIF.

Where a SIF is required, this is made clear in the school's admission policy. You will need to look online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and find the relevant school to see if it has a SIF (displayed under the Admission Policy for 2012/13 if the

school has a SIF). You can also request a copy of the **Schools Admission Policies Directory** for your locality (see table on page 28). Alternatively you can contact the school directly to find out if a SIF is needed.

**Please note that completing a SIF on its own is not an application – you must complete the Common Application Form online or send a paper form to us.**

### Applying to schools outside Essex

Primary school admissions are fully co-ordinated across the country. This means that if you are resident in Essex you only need to fill out one form, the CAF, even if some or all of your preferred primary schools are outside Essex. Please apply online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or complete and return the form you can download from our website or request by calling 0845 603 2200. **Please do not do both.**

### Closing date for applications

**The statutory national closing date for all applications whether online or paper is 15 January 2012. It is vital that you apply on time.**

Applications received after this date will normally be treated as late and will receive a lower priority (see pages 13–14). The date that School Planning and Admissions stamp on your application form will be taken as the date of receipt. Therefore remember to leave at least three working days post and two working days for hand delivering your application to County Hall, Chelmsford.

<sup>1</sup> Parents include guardians and carers or any person who has parental responsibility or care of the child.

<sup>2</sup> If you live in Essex you will pay your council tax to one of the following Borough Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.

## Essential information for parents continued

### Year 2 to 3 applications

If your child currently attends an infant school you will have to make an application to transfer to the partner junior school. Children who attend most infant schools in Essex are now guaranteed a place at their partner junior school provided an application for that place is made by the closing date and the child is still in attendance at the school at the time applications are determined. For parents who wish their child **only** to transfer to the partner junior school the application will simply involve registering at the junior school. Parents who wish to apply for a Year 3 place at schools other than the partner junior school, or for other schools at a higher preference than the partner junior school, will need to complete an application form.

There are a small number of junior schools where children from local infant schools are not guaranteed a place and parents applying to those schools will have to complete an application form. Full details of how to register for your child's partner junior school or to apply for other Year 3 places, together with an application form for those who need one, will be sent to parents of known children in Year 2 of Essex infant schools by post in October 2011.

Year 2 children moving into an area, who are admitted to an infant school where a guaranteed place in the partner junior school is normally available, will not be guaranteed a place if evidence of their new address is received after 12 February 2012.

Where parents of children in Year 2 of an infant school apply, in the normal admission round, for a place in Year 3 of a primary school (which does not have a Published Admission Number for normal admission at that time) that preference will be treated as a casual admission. A decision will not be made until after the summer half term break when there is likely to be a clearer indication of potential places at the school in September.

### When can my child start school?

As required by law all 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. This means that you have the right to a full time place at the school your child is offered from September 2012. Research has shown that outcomes are better for reception children who start school in September.

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. 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. 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. You would need to check with the individual school(s) what the part-time provision would be.

Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

However, where the parent of a 'summer-born' child (1 May – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort must be submitted. The LA will decide whether the application for a Reception place will be accepted or whether it will be treated as an

## Essential information for parents continued

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 a place and there is no right to an independent statutory appeal.

### Nursery classes

Nursery education, for children from the age of three, is available in some schools. Those with nursery classes are identified in schools listed in the Schools' Admission Policies Directory for your locality, which you can view on our website or which is available from School Planning and Admissions (contact details on page 32). The admission of children to a nursery class in a school is the responsibility of the school's governing body.

The information in the Schools' Admission Policies Directory for your locality about admission numbers and policies only applies to children being admitted to reception classes in schools and generally to admissions to other year groups.

Attendance at a nursery attached to a school or a co-located children's centre **does not guarantee admission to the school**. Parents of children who are attending such nursery provision **must apply** for a place at the school if they want their child to attend the reception class. The application will be considered against the published admission criteria for the school. There is no guarantee that a place will be offered.

### Pre-school education

There is a range of options open to parents for 'early years' education for their child. For information and advice on early years education and registered childcare please contact the Essex Family Information Service on 0800 055 6874 or email them at [fis@essex.gov.uk](mailto:fis@essex.gov.uk). You will need to provide your postcode. The Family Information Service can also provide information about childminders, nursery education, pre-schools, day nurseries, playgroups, crèches, breakfast/after school clubs and holiday schemes for all children from the ages of 0 to 14 years.

### Priority admission areas

Although schools no longer guarantee places to children living in their priority admission area, many include living in the priority admission area as one of their oversubscription criteria. **We strongly recommend that you include your priority admission area school, if you have one, as one of your three preferences to give you a better chance of getting a place at a local school. For example, you could include it as a lower preference in case you are refused a place at a higher preference school. If you do not include your priority admission area school and you are not offered a place at any of your preferred schools, it is possible that your child could be offered a place several miles away from your home address.**

For all community and voluntary controlled schools in Essex where a priority admission area exists there is an agreement for children living in the priority admission area. The LA may offer places above the published admission number in the following exceptional circumstances:

1. for infant classes at the class size limit: if, outside the normal admission round, the next nearest school with a place is not within a reasonable distance of the home address; or
2. for junior classes or where the admission would not breach the infant class size limit: if the journey to the next nearest school is not reasonable in terms of distance, accessibility or cost.

After the first round of offers on 18 April, some schools may apply this agreement to admit children moving into their area where there is no other school with space within a reasonable distance.

If you have any doubt as to which is your priority admission area school then please do not hesitate to contact School Planning and Admissions (contact details page 32) with your postcode or road name and house number or name and they will be able to advise you.

## Essential information for parents continued

### Types of schools

All schools in Essex (except private schools and Academies) are known as maintained schools. There are five types of school outlined below. The list of schools in the Schools' Admission Policy Directories show which type of school each one is. The differences relating to pupil admissions are:

- community schools - the Local Authority (LA) is the admission authority and is responsible for all aspects of pupil admissions and appeals;
- voluntary controlled schools (VC) - these schools often have a religious character, normally Church of England. The LA is the admission authority and is responsible for all aspects of pupil admissions and appeals;
- foundation schools - the school's governing body is the admission authority and is responsible for all aspects of pupil admissions and appeals;
- voluntary aided schools (VA) - these schools have a religious character often Church of England, Roman Catholic or Jewish. The school's governing body is the admission authority and is responsible for all aspects of pupil admissions and appeals.
- Academies – these are independent mixed ability schools in the maintained sector. The Academy's admission policy and arrangements must be consistent with admissions law and the School Admissions Code and the governing body is the admission authority.

### Using all your preferences

**We strongly recommend that you use all three of your preferences and include your priority admission area school as one of your preferences (see page 8).** If you express a preference for just one school and a place cannot be offered, you will be allocated a place at the nearest school to your home address with a place available after all the other on time applications have been dealt with. **This could mean your child being allocated a school several miles away from your home address.** Your local school must be one of your preferences in order for it to be considered: this will not be done automatically. Applying for more than one school does not in any way reduce your chances of being offered your highest preference so please do use all of your preferences.

### School preference order

**You should put your three preferences in the order you really want them.** If parents differ as to the preferences they wish to express for their child, they should resolve that difference before making an application, as the LA will only process one application for each child.

The rank order of your preferences is confidential to the LA and will only be shared with schools in the event of appeals. In accordance with the statutory School Admissions Code schools must not use admissions criteria that require you to put them as first preference to gain a higher priority. No Essex schools use such criteria. If your preferred schools are not in Essex you should check their admissions criteria carefully. Contact details for local authorities bordering Essex can be found on page 33.

It is important that, when selecting your preferences for school admission, you take into account how your child will get to school. The following website may give you useful information about alternatives if your child will not qualify for home to school transport:  
**[www.essex.gov.uk/publictransport](http://www.essex.gov.uk/publictransport)**  
See pages 24–25 for further details.

## Essential information for parents continued

### Changing preferences

You can change your preferences if your initial application was made online by changing them online and resubmitting your application as long as your change is made by the closing date. If you applied on paper you will need to write to School Planning and Admissions (contact details on page 32) before the closing date so that your letter is received by 15 January 2012.

**You cannot amend your preferences after the closing date without a genuine reason for doing so**, for example if your family have moved address. If you have a genuine reason for changing your preferences after the closing date, you should notify School Planning and Admissions in writing (contact details on page 32), stating your reasons for wanting the change. Your request will then be considered.

### Home address

Applications will normally be processed on the basis of the home address for the child at the time of application and determination. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address **and proof of address and residence arrangement will be required with the application**. The child must be living with the relative or carer 24 hours per day, for the majority of the school week.

Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child.

Some foundation and VA schools and Academies

have different rules on home address. You should check each school's policy.

### Shared parental responsibility

Where both parents share parental responsibility and live at different addresses and they cannot agree on the application for a school place, the application will be held in abeyance until either agreement is reached, demonstrated by both parents confirming this in writing, or a court order is obtained confirming which parent's application carries precedence. Failure to secure an agreement before the published offer date could prejudice your child's chances of gaining a place in a preferred school.

### Address checking

Where residency is relevant to an application for a school place, the LA will ask a random sample of applicants to provide proof of their home address. This must be a copy of one of the following:

- UK driving licence;
- council tax notification;
- two utility bills dated within the last six months (gas, electricity, water or landline phone).

### Fraudulent/Misleading applications

Regrettably, on occasion some parents give false information about their home address to get a place at a particular school. **This is completely unacceptable** and can have the effect of denying a place to a child with a more genuine claim. The County Council expects that all applications are made in good faith giving the correct information.

Where there is reasonable doubt as to the validity of a home address, the LA reserves the right to take additional checking measures including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the LA, in consultation with the admission authority, has the right to withdraw the place and will exercise that right in relevant cases.

## Essential information for parents continued

### Moving house

If you move address either within Essex or into Essex during the admissions process you must notify School Planning and Admissions immediately of your new address in writing together with verification of that address (proof of exchange of contracts if you have purchased your new home or tenancy agreement if you are renting). If there are changes to your plans you must let School Planning and Admissions know immediately or your child's offer of a place could be withdrawn.

If you know you are moving to Essex before the closing date for applications but are not able to provide evidence by that date, you must apply for Essex schools via your home authority.

**If you make an online application and you have moved house it is not sufficient to change your address on your online application. You must inform School Planning and Admissions in writing and provide evidence of your move as described above.**

If this evidence is received after 12 February 2012, we cannot guarantee that your application will be processed using your new address. If your child is subsequently placed on a waiting list where the position is influenced by home address, your new address will be used to determine your position. **Please note that if you are applying for a place at schools outside Essex there may be different dates after which a new address can be considered.** If you are in doubt please contact School Planning and Admissions (contact details on page 32).

If you own a property in Essex but are not living in it, perhaps because you are working abroad at the time you make your application but intend to take up residency at your Essex home before the start of the relevant term, your application will be processed using your Essex address. Any offer of a school place will then be conditional upon receipt of evidence of your taking up residency at that property in Essex.

### Distance tie breaker

Most schools use distance to prioritise their applications both within each individual criterion and as a final criterion. Straight line distance is commonly used, however a small number of schools measure by the shortest walking route.

All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and school and provides the address points between which straight line distance is measured. Distances are reported in miles to three decimal places in the first instance. 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 County Council not involved in admissions, with the exception of twins, triplets etc.

### Siblings

For all community and VC schools and for some foundation and VA schools (indicated by † in the school's admission policy) the following definition applies:

For applications made in the normal admissions 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 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, 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

## Essential information for parents continued

the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission. Biological siblings who attend the preferred school will be treated as siblings irrespective of their place of residence.

Foundation and voluntary aided schools and Academies may have different definitions of a sibling. If you are in any doubt please contact the school.

### Will my child's brothers and sisters be able to go to the same school?

You should check the priority given to siblings in each school's admissions criteria to assess the chances of this. **There is no guarantee that siblings can go to the same school.**

### Twins, triplets etc.

Other than when infant class size limits would be breached, for community and voluntary controlled schools in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA 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 LA 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, similarly other than where infant class size limits would be breached, 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 to all.

For foundation and voluntary aided schools and Academies the decision will be made by the governing body.

### Children who are cared for by a local authority (Looked After Children)

Relevant Looked After Children, as defined in Section 22 of the Children Act 1989, will be given first priority in oversubscription criteria ahead of all other applicants in accordance with The Education (Admission of Looked After Children) (England) Regulations 2006. A relevant Looked After Child is one who is looked after by the LA in accordance with Section 22 of the Children Act 1989 at the time an application for their admission to a school is made, and who the LA has confirmed will still be looked after at the time when they are admitted to the school.

### Medical circumstances

Exceptional medical circumstances why a child should attend a particular school may override other admission criteria if supported by medical evidence at the time of application. The relevant medical reasons may be in relation to either the child or one or both parents. You 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.

Applications made on this basis will be considered by the admission authority in question. For a community or voluntary controlled school applications will be considered by a panel of LA Officers. The panel will decide whether the evidence provided demonstrates that the medical circumstances are exceptional and if it is appropriate for the application to override those in other admissions criteria. Under the Disability Discrimination Act the general expectation is that schools will make reasonable adjustment to accommodate the needs of individual children with disabilities or medical needs. For this reason only exceptional medical circumstances will mean that it is appropriate for a child to be admitted to a particular school.

## Essential information for parents continued

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.

Foundation and voluntary aided schools may give similar consideration to applications made on medical grounds, but you should contact the school if you are in any doubt.

### Admission of children from overseas

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where the child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in Essex but is not living in it, perhaps because they are working abroad at the time of application, but they intend to take up residency at the Essex home before the start of the relevant term, the application will be processed using the Essex address. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Essex.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. **Proof of residency such as endorsed passport or entry visa will be required with the application.**

### How decisions are made

Each school has a Published Admission Number (PAN) which is the maximum number of children the school can admit each year. If there are more applications than the PAN then the oversubscription criteria will be applied. This is a set of rules against which applications are prioritised, for example by siblings or distance. The admission policy for each school is available to view on our website by selecting the individual school or in the Schools' Admission Policies Directory for your locality (also viewable on line or as a paper copy on request). It sets out a summary of the oversubscription criteria. The directory also includes information on the number of applications received and the last admission criterion reached last year for primary and infant schools. This information can help you assess the chances of your application being successful.

### Withdrawal of offers

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

### No application for a school place is submitted

**It is the responsibility of the parent or carer to ensure that the application is received by School Planning and Admissions by 15 January 2012.**

If you fail to submit an application you will not be offered a school place. If you do not intend to apply because you will be sending your child to a private school please inform School Planning and Admissions (contact details on page 32).

## Essential information for parents continued

### Late applications

Applications cannot be made online after the closing date. They must be made on a paper form and those received after the published closing date will be treated as late applications unless you provide evidence to show that the application 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 on 18 April 2012.

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 an LA panel of officers to ascertain whether evidence of exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'<sup>3</sup>. Where a school is oversubscribed late applications received after the first round of offers on 18 April 2012 will be refused and ranked according to the admission criteria on a waiting list held for the particular school.

### None of your preferences can be met

In the unlikely event of none of your preferences being met because other applicants meet the admission criteria better, if you are an Essex resident you will be offered a place at the nearest school to your home address with a space available. Remember to use all your preferences. For September 2011 3.68% of Essex parents could not be offered any of their preferences whilst 94.11% were offered their first or second preferences.

### Infant class size legislation

The Law requires all primary and infant schools to ensure that there are no more than 30 pupils in an infant class with one school teacher. This requirement has led to schools removing their guarantee of a place for priority admission area children. This legislation restricts the circumstances under which appeal panels can uphold an appeal for an infant place (see page 14 and 'Appeals against admissions decisions' on pages 20–21).

### If you are not offered a place

If you cannot be offered a place at your preferred school(s) the law requires that you be given the right to appeal to an independent appeal panel against that decision.

Legislation has restricted the power of appeal panels where the refusal of a place has been based on the infant class size limit of 30 pupils (see page 14). In these cases you will need to convince the appeal panel that the decision is unreasonable under the law or that a mistake has been made and had it not occurred your child would have gained a place.

When the refusal of the place is not based on the infant class size limit, you will not actually be appealing against the decision which will have been based entirely on the objective criteria set out in each school's admission policy (see the school's admission policy online or in the School Admissions Directory for your locality, available from School Planning and Admissions) but on the basis of your individual case for wanting your child to attend that school. Independent appeal panels can grant a place at a school even when the admission authority has demonstrated that the process has been carried out properly and all the available places have been filled.

<sup>3</sup> It is not possible to treat any application received after 12 February 2012 as on time. In addition, any applications or change requests received after 31 March 2012 will be held and not considered until after the first round of offers on 18 April 2012.

## Essential information for parents continued

Panels have to weigh the disruption and difficulty to the school and the quality of education it delivers (referred to as 'prejudice') as a result of having an additional pupil against the prejudice to the child of not attending that school. The expectation is that parents will have significant reasons why their child must attend their preferred school(s). Experience suggests that where this is not the case most appeals will be unsuccessful.

**However, even where parents feel they have significant reasons each individual appeal is considered on its merits and there is no guarantee of success.**

Many parents each year express concern that their appeal has been 'a waste of time'. In these cases experience shows that these parents generally have had little or no significant positive reason for wanting their child to attend their preferred school. An appeal is never a waste of time but chances of success may be slim without significant reasons for attending the school, particularly where the infant class size limit of 30 pupils is concerned.

As an example, whilst complete figures are not available at the time of going to print, for Year R admissions to the 271 Essex community and voluntary controlled primary schools in the academic year 2011/2012, there have been 233 appeals for places where the infant class size limit was involved, of which 6 (2.58%) were successful. There were 66 further appeals not involving the infant class size limit of which 24 (36.36%) were successful.

This information is intended to help parents decide whether it is worthwhile pursuing an appeal in the event that their application is unsuccessful.

### Waiting lists

After the first round of offers on 18 April 2012, all unsuccessful applications that are a higher preference than the school offered will be held on a waiting list according to the admissions criteria for the school. This applies to both on-time and late applications.

School Planning and Admissions will hold waiting lists for all oversubscribed schools until the end of the first week of the autumn term 2012. Applicants will be ranked in priority order, according to the school's admission criteria. After this date the LA will continue to maintain the waiting lists for oversubscribed community and voluntary controlled schools until the end of the autumn term 2012. Oversubscribed foundation and voluntary aided schools and Academies are required to maintain their own waiting lists as a minimum, until the end of the autumn term. Waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is possible, therefore, that a child's position on a waiting list could move down as well as up.

If you are in any doubt, please check with the relevant admission authority.

### I've decided I would prefer a lower preference school than the one I have been offered

Although you will be given the right of appeal for any preference for which you were not offered a place, you will only be automatically held on a waiting list for any preferences higher than the one offered (page 15). If, having received your offer, you decide you would rather your child attends one of your lower preference schools please put this request in writing to School Planning and Admissions. Your application to that school will then be reactivated and added to the appropriate place on the waiting list if there are no places available and a determination letter will be sent to you.

## Essential information for parents continued

### Continued interest in a school after the end of the autumn term

Waiting lists are not automatically maintained after the end of the autumn term for community and voluntary controlled schools. This means that if you have been refused in the normal admissions round but still want a place you will have to contact us to put your child's name on a continued interest list. If a place becomes available those on the list will be ranked along with any other applications that have been received for a place at the school.

When there are more live applications, 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.

This situation may be different if you are applying for a place at a foundation or voluntary aided school or Academy. You will need to contact the school to see how they handle your continued interest in a place.

### I want to change primary schools

If you wish your child to transfer from one primary school to another, either because you move house, or for any other reason, you should contact School Planning and Admissions (contact details on page 32). The opportunity to transfer depends on places being available at the preferred school. If approved, a place is usually made available at the start of the following term. If no places are available your application will be refused and you will be given the right of appeal (see page 20-21). Applications for transfer will not ordinarily be determined until the half term prior to the requested admission date. In cases where a child moves into a new district area (proof of address required, see page 11) and, as a result of the move the child would be without a school place, the application will be dealt with immediately.

Changing schools is a serious step to take. **Before applying please discuss the reasons for your request with your child's current Headteacher. You should not remove your child from their current school before securing a place at another school.** Mid-year a school may admit a child over the admission number and outside the admission criteria where they have been excluded from another school or are being placed as a move supported by all agencies.

The LA has a 'Fair Access' officer who can offer advice and assistance where no schools in the vicinity have vacancies.

## Essential information for parents continued

### **Fair Access Protocol**

The Local Authority has a Fair Access Protocol to ensure that schools and the LA work together to ensure that access to education is secured swiftly for children that have no school place.

The aim of the protocol is to encourage close co-operation between schools, when allocating places for pupils who are 'hard to place' (for example children with challenging behaviour) that balances the needs of parents, children and schools.

In addition, under the protocol the LA can, in exceptional cases, approach schools and ask them to admit children over their admission number where, for example, a child has moved into an area and there are no schools within a reasonable distance of the child's home with a place available.

Children considered for admission under the Fair Access Protocol will take precedence over children on a waiting list who are attending another school.

If, having applied for a place, your child is still left with no school place at all please contact School Planning and Admissions for more advice.

## Co-ordinated admission arrangements and what they mean

The Education Act 2002 requires a Local Authority (LA) to co-ordinate admissions to all primary schools (except private or special schools) in their area. (Primary schools includes infant schools.)

Essex parents (see page 6) must apply for primary school places by completing the Essex Common Application Form. This can either be completed online at **[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)**, or you can use a paper application form. **Please do not do both.** Parents can express preferences for up to three schools in the order in which they would like them considered.

On 18 April 2012, parents will be sent one offer of a place at the highest preference school that can be met. If none of the preferences can be met a place will be offered at the nearest school to the parent's home address with a space available. Here are some examples of this process:

### Example 1 – Parent has applied for three schools and the first preference can be met:

Preference 1 – Offered

Preference 2 – Not offered – right to appeal given\*

Preference 3 – Not offered – right to appeal given\*

### Example 2 – Parent has applied for three schools and the second preference can be met:

Preference 1 – Not offered – on waiting list and right to appeal given

Preference 2 – Offered

Preference 3 – Not offered – right to appeal given\*

### Example 3 – Parent has applied to three schools and no preference can be met:

Preference 1 – Not offered – on waiting list and right to appeal given\*

Preference 2 – Not offered – on waiting list and right to appeal given\*

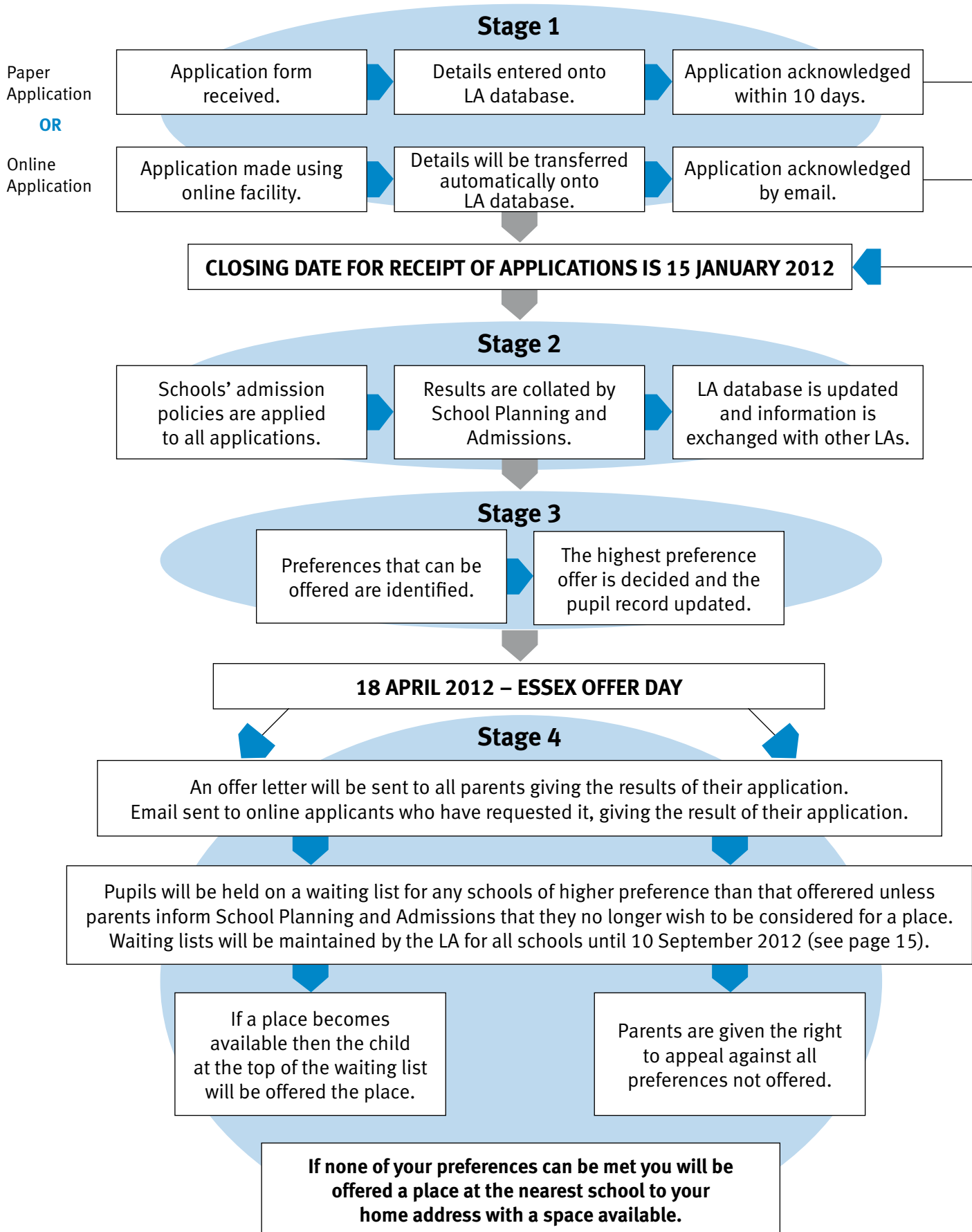
Preference 3 – Not offered – on waiting list and right to appeal given\*

Parent will then be offered a place at the nearest school to the home address with a space available.

\* You will note from examples 2 and 3 that children are only held on waiting lists for preferences higher than the one that can be met.

**On 18 April 2012 parents will be sent a letter containing the result of their application. An email will also be sent to parents who have applied online and who have asked for it, confirming the outcome of their application.**

## The application process explained



## Appeals against admission decisions

### Making an appeal

If your child has not been offered a place at your preferred school you have the statutory right to appeal to an independent appeal panel against the decision not to admit your child, despite not ranking high enough on the admission criteria (see also the section 'If you are not offered a place' on page 14 of this booklet). If you decide to appeal you have 21 days from the date of your refusal letter to make your appeal to ensure that it is heard along with all others.

Detailed information about how to appeal will be sent to you with your offer pack.

### Infant class appeals (Key Stage 1 appeals)

Legislation has been introduced to enable schools to meet the requirement that there will be no more than 30 pupils in an infant class with one school teacher<sup>4</sup>. This legislation restricts appeals panels to only allow successful appeals on one of three grounds, either:

- the child would have been offered a place if the admission arrangements had been properly implemented; and/or
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the Schools Admission Code and the Schools Standards and Framework Act 1998; and/or
- the refusal of a place was not a decision that a reasonable admission authority would have made in the circumstances of the case.

**This means that an appeal for a place in the reception year, year one or year two, has limited grounds for success where the admission authority's grounds for refusal is based on infant class sizes of 30.**

It is advisable that you consider carefully whether to submit an appeal in such a case to avoid unnecessary disappointment.

### After you have lodged your appeal

You will be advised in advance of the date of your hearing. Wherever possible the appeal hearings will be heard in the area local to the school for which you are appealing.

You are encouraged to attend your appeal in person. If you do not attend, and do not inform the clerk, the panel may then consider your appeal in your absence. You should remember that if your appeal is heard in your absence the panel will be unable to ask further questions about any details of your case which they may wish to clarify before reaching a decision. Your appeal will be heard in private and as informally as possible. If you wish you may bring a friend, relative or representative. At least five days before the hearing you will be sent a written summary of the admission authority's case for not being able to offer your child a place at the preferred school.

### At your hearing

There will be three panel members who will be introduced to you. A clerk will also be present to record the panel's decisions and advise on the law and procedure. A representative of the admission authority (the school or the LA depending on the type of school - see page 9) will present the case for not meeting your preference.

The panel will have copies of your appeal (plus any letters or additional information you may have sent) together with information on why your preference has not been met. If you attend, the hearing will usually follow this pattern:

- the case for not meeting your preference will be presented;
- you, or your representative, may ask questions;
- you, or your representative, will present your case;
- you may be asked questions;
- the reasons for not meeting your preference will be summarised;
- you or your representative will be given the opportunity to sum up.

<sup>4</sup> Defined by Section 122 of the Education Act 2002 and the Education (School Teachers' Prescribed Qualifications etc.) order 2003 which was made under that section.

## Essential information for parents continued

### Grouped appeal hearings

When there are a large number of appeals for one school they may be heard using the 'grouped appeal' system. In this situation, the admission authority will present its case to all parents (and any representatives) at the same time, in the form of an evening presentation. For a small number of appeals, the presentation will take place on the morning of the appeal. When there is an evening presentation notes of the meeting will be sent to all appellants before the second stage. At the second stage, the appeals of the individual parents will be held in private as described earlier and no decisions will be made until all appeals, received on time, for the school have been heard.

### The decision

The panel will, firstly, decide whether the school or LA has demonstrated why it cannot admit any more children. If the panel is satisfied that the admission authority has proven this, it will go on to consider all the points you have made. The second part of the hearing is based on balancing the need of the individual child against the effect on the school of admitting another child. The clerk to the panel will write to you within seven days of the hearing telling you of the appeal panel decision and the reasons for it. The decision is binding on both parties.

If your appeal is against refusal on infant class size the appeal panel can only uphold the appeal on the grounds shown on page 20. The clerk to the panel will write to you within seven days of the hearing telling you of the appeal panel's decision and the reasons for it. The decision is binding on both parties.

Essex LA's policy which applies to community and voluntary controlled schools, for parents whose appeal is not successful, is that we will not consider another application for the same school in the same academic year unless there has been significant and material change in circumstances of the parent, child or school which could warrant a new application. These changes have to relate to the new application and not be connected with the result of the first application.

The Local Government Ombudsman can investigate complaints of maladministration.

## Special educational needs and Essex special schools

Essex County Council has additional responsibilities for children assessed as having special educational needs and an assessment of these needs may lead to a statement of special educational needs being issued. Most children with statements are educated at their local mainstream school, with additional support if appropriate. Some children who have statements and have significant special educational needs attend a special school or a mainstream school with additional special provision. For further details about the statutory assessment procedures or special education in Essex please ring the Parent Partnership Helpline 01245 436036.

The list opposite gives details of the special schools in Essex and an indication of the type of difficulty catered for by each school.

A child is only placed in a special school if they are the subject of a statement of special educational needs and the school is named in that statement. For most children a mainstream school will be able to meet their needs.

Children with statements of special educational needs that name a school are required to be admitted to that school.

If your child has, or is about to be given, a statement of special educational needs you will have discussed the most suitable school and the range of options available with the Special Educational Needs and Children with Additional Needs Service (SENCAN). If you think your child may have special educational needs you should first speak to the headteacher of your child's present school.

Most special schools take pupils from a wide area of the County.

Please note:

**If your child already has a statement of special educational needs** they will be allocated a primary school place by SENCAN as part of the process for a child with a statement of special educational needs starting at a primary school. Whilst you will have the opportunity to express preferences

for your preferred schools you should do this as part of the discussions before the proposed statement is issued. **You should not return the Common Application Form in this booklet or make an application using the online facility.** If an application is received for a child with a statement of special educational needs a place will not be allocated as part of the co-ordinated admissions process detailed on pages 18 and 19.

### Transport to school for children with statements of special educational needs

Arrangements for free home to school transport are the same for all pupils, including those with a statement of special educational needs. Applications need to be made online at [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport). In line with statutory duty Essex provides free home to school transport to the nearest appropriate school with space if the pupil resides:

- 2 miles or more from the school and is aged 8 (end of Year 3) or under;
- 3 or more miles from the school and is over the age of 8 (Year 4 and above).

All routes are measured using the shortest available walking route.

If a child lives under the statutory distance criteria, transport cannot be provided unless there is clear evidence that the child's special educational needs are such that the parent/carer cannot get him/her to school.

The provision of an escort on the vehicle is not automatic and is based on the child's individual needs at the time of assessment.

Where a school is named in a child's statement as it is the nearest appropriate school but as a result of parental preference they choose an alternative school, transport will not be provided to the alternative school. Parents will be required to make their own arrangements to get their child to and from school in this instance.

## Special schools in Essex

### New Model Special Schools (NMSS) for pupils with Severe and Lifelong Difficulties

School	Serving Area	Age
The Pioneer	Basildon	3 – 19
Edith Borthwick	Braintree	3 – 19
Glenwood	Castle Point / Rochford	3 – 19
Columbus	Chelmsford	3 – 19
Lexden Springs	Colchester	3 – 19
Oak View	Epping Forest	3 – 19
Harlow Fields	Harlow / Uttlesford	3 – 19
Shorefields	Tendring	3 – 19

### Community Learning in Partnership (CLiP) for children with complex needs

School	Serving Area	Age
Castledon	Basildon	5 – 16
Thriftwood	Braintree / Chelmsford	5 – 16
Endeavour	Brentwood	5 – 16
Cedar Hall	Castle Point / Rochford	5 – 16
Kingswode Hoe	Colchester	5 – 16
Market Field	Colchester	5 – 16

### Physical Difficulties

School	Serving Area	Age
Southview	All	3 – 19

### Behavioural, Emotional and Social Difficulties

School	Serving Area	Age
Wells Park	All	7 – 11
Ramsden Hall	All	11 – 16

## Home to school transport

### If I am offered a school place for my child will I qualify for free transport?

#### Mainstream primary schools

It is important that, when selecting your preferences for school admission, you take into account how you will transport your child to school where the above policies do not apply. The following website may give you useful information about alternatives:

**[www.essex.gov.uk/publictransport](http://www.essex.gov.uk/publictransport)**

Essex County Council meets school transport costs for:

- children up to the age of 8 (until the end of Year 3) who live at least two miles away from, and attend, their designated local infant, junior, primary or school;
- children over the age of 8 (Year 4 onward) who live at least three miles away from, and attend, their designated local junior or primary school.

The two or three mile distance is measured by the nearest 'available' route, which may not be the nearest main route to the school. An available route is a route along which a child may walk in reasonable safety, accompanied as necessary. Free school transport is also provided for pupils who gain a place at a school that is closer than their designated local school, as measured by the nearest road route, but still meets the qualifying distance. This also applies to denominational schools that are closer than the appropriate school.

The right to free home to school transport is extended to children aged 8 or over (Year 4 onwards) who are entitled to free school meals or whose parents receive their maximum working tax credit, where they reside over 2 miles from and are attending their designated or nearer school. In these circumstances transport is provided but is reviewed each academic year. Parents are required to submit proof to demonstrate they are in receipt of the benefits outlined above for each year. Transport will therefore be provided in subsequent academic years only if the circumstances of the family remain unchanged.

#### Denominational schools

Following extensive consultation, Essex County Council has recently taken the decision to amend the home to school transport policy to remove the subsidy for travel to faith schools, whilst retaining it for low income families. The subsidy will be removed for new entrants to both primary and secondary schools with effect from September 2012.

Those students commencing their primary education at a faith school from September 2012 will not be eligible to receive subsidised transport from the County Council. Due to the continuation of transport for those students in years 1 – 6 with an existing entitlement, there will still be transport available directly through the transport operator for that school. Details of these operators can be obtained by contacting the school itself.

This decision will not affect the eligibility of pupils attending Faith Schools who have a statutory entitlement to free transport. That is those children who are entitled to free school meals or whose parents receive their maximum working tax credit. Eligibility to transport will be based on the child attending their designated school where they are residing 2 miles or more from the school using the shortest available walking route.

More information can be obtained by calling the Education Transport & Awards team or by [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport) or visiting [www.dfe.gov.uk](http://www.dfe.gov.uk).

## Home to school transport continued

### Points to remember

- Transport may also be awarded outside of the current policy due to exceptional, individual circumstances. Each request is considered on its merits on the basis of the evidence provided. Further information is available by calling the Education Transport & Awards team (see page 32).
- An offer of a school place does not guarantee free school transport even if you live over two miles away from that school.
- Before you apply for home to school transport you should refer to the information made available to you in this booklet and in the offer letter you will receive after 18 April 2012.

If you feel you meet the criteria, you will need to request an application form allowing you to apply for transport (contact details for the Education Transport & Awards team are on page 32) or apply for transport online. (This facility is not available for low income applications as supporting documents are required.)

### Sustainable modes of transport scheme

Increasing car use for the 'school run' is considered a significant factor in contributing to local traffic problems, accounting for about 20% of traffic at peak times. In addition, there are perceived concerns about road safety around schools and increasing problems of child obesity associated with inactive lifestyles. Much work has already been done in Essex to tackle these issues through a range of initiatives and schemes and this continues to happen. For more information about the strategy itself and issues relating to transport to school please visit [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport).

### Spare seat applications

There has been a change in the way the County Council manages the spare seats on their contracted vehicles. The Cabinet Member for Education and 2012 Games recently decided to discontinue new provision of free or subsidised spare seats on home to school transport, for pupils otherwise not entitled to free or subsidised transport. Spare seats are therefore no longer available for new applicants through the County Council.

Students already in receipt of free or subsidised spare seats will continue to be offered these whilst remaining in their current school or college phase. This will apply so long as a spare seat is available. Parents/Carers may still be able to purchase a seat on a vehicle contracted by Essex County Council. These will now be available directly from the company operating the vehicle you wish to purchase a seat on.

## Financial assistance for parents and students

### Uniform grants

The provision of uniform grants is only made in exceptional circumstances. In order for the family to qualify they must be in receipt of qualifying benefits.

Examples of exceptional circumstances where an award will be considered are:

- enforced re-housing and associated move of school;
- parent and children in a refuge enforcing a change of school;
- enforced move of school through bullying, generally with evidence of physical harm;
- exceptional circumstances requiring the replacement of a uniform.

Families must be in receipt of one of the following qualifying benefits:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income of below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, Income Related
- Support under part VI of the Immigration and Asylum Act, 1999

For more information or to request an application form please contact **0845 603 2200** or visit [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport).

### Free School meals

Entitlement to Free School Meals is based on the entitlement of the family to one of the benefits below:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income of below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, Income Related
- Support under part VI of the Immigration and Asylum Act, 1999

If you are entitled to one of the above benefits or have an equivalent low income please contact us on **0845 603 2200** for an application form. Entitlement to school meals is strictly confidential. Your entitlement will only be shared with the school your child attends to enable the meal to be provided.

You may also be entitled to transport where you have an entitlement to free school meals, depending on the school your child attends and the distance of that school from your home address.

## School term dates

### **Autumn Term 2012**

Monday 3 September to Friday 21 December

### **Autumn Half Term Holiday 2012**

Monday 29 October to Friday 2 November

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### **Spring Term 2013**

Monday 7 January to Thursday 28 March

### **Spring Half Term Holiday 2013**

Monday 18 February to Friday 22 February

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### **Summer Term 2013**

Monday 15 April to Tuesday 23 July

### **Summer Half Term Holiday 2013**

Monday 27 May to Friday 31 May

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The above dates may vary slightly for individual schools, especially foundation and voluntary aided schools. Schools also have five non-pupil days when children will not be expected to attend school. These vary from one school to another. The day when certain classes begin a new term may also vary. Please contact the school office for more details.

## Have you thought of being a school governor?

As you are looking through this booklet, you are likely to be thinking about your child's education and the school that can best provide for this. Did you know that it is the school's governing body that is responsible for the conduct of the school? The governing body should reflect the community that it serves and includes representatives from amongst the parents (elected by the parent population of the school), the staff, the community, the Local Authority and foundation or partnership governors.

School governors can make a very real difference to the way that the school engages with its community, enriching and supporting the school. Every governor is able to bring their knowledge, understand and skills to the governing body – supporting and challenging the leadership of the school in order to ensure that all children receive the best possible education.

If you would like to find out more about becoming a school governor, you can

- contact your local school,
- contact Governor Services on 01245 437791
- look at [www.essex.gov.uk/governors](http://www.essex.gov.uk/governors)

## Primary schools in Essex

The primary schools in Essex are divided into 4 localities – North East, Mid, West and South. To view any school's admission policy and its address, phone number and contact details you can either view the policies on our website: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or request a Schools' Admission Policies Directory for the relevant locality. Please contact School Planning and Admissions (contact details on Page 32) to request a **Schools' Admission Policies Directory** for your locality (see table on the right to find out which is your locality).

Also shown in the booklet is brief numerical information for each school. Together with the admission criteria this may help you to decide on the likelihood of success in your application.

On the opposite page we describe how to interpret this information but this is not a substitute for the school prospectus. Please visit the schools to get a true impression.

	For schools in	Locality
1	Chelmsford	Mid
2	Uttlesford	West
3	Braintree	Mid
4	Colchester	North East
5	Tendring	North East
6	Maldon	Mid
7	Rochford	South
8	Castle Point	South
9	Basildon	South
10	Brentwood	South
11	Epping Forest	West
12	Harlow	West



## School information explained

### Nosuch Primary School

Acacia End, Chelmsford CM1 2AA

Telephone (01245) 454545

Email: [nosuch@essex.sch.uk](mailto:nosuch@essex.sch.uk)

Website: [www.nosuch.essex.sch.uk](http://www.nosuch.essex.sch.uk)

Headteacher: Mr A Smith

Foundation (Co-educational)

4–11

School Number: 881-0123

Published admission number 2012/2013: **30**

Applications received (all preferences) Sept 2011: **70**

Number on roll May 2011: **187**

In 2011 the last child was admitted under criterion 5

#### Timing of Admission

Please see page 6 of this booklet.

This indicates the type of school. See page 9 for more information.

Department for Education unique identification number for the school.

No. of Reception places available in Sept 2012.

See Note 1

Total No. of pupils at the school.

The last admissions criterion under which pupils were admitted to the school last year.

See Note 2

The normal age range of the school is shown here. (4-11 for primary, 4-7 for infant and 7-11 for junior. A # shows that the school has a nursery unit.)

A summary of the school's admissions policy. You will need to get a copy of the school's prospectus for a full version of the policy.

#### Admissions Policy

There is no guarantee of a place in the school. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children;
2. children living in the priority admissions area with a sibling attending the school;
3. children living in the priority admission area;
4. children living outside the priority admission area with a sibling attending the school; .

#### Note 1

This figure shows the total number of applications received for the last academic year, so gives you an idea of the demand for places at the school. Treat this information carefully and talk to the school about it. For instance, some applications may have been second or third preferences that increase the overall number of applications. However you must be aware that if you only apply for schools that are oversubscribed you may not receive a place at any of them. Each school has a capacity measurement to show the number of pupils that can be accommodated.

#### Note 2

Timing of Admission. As required by law with effect from September 2011, all 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. This means that you have the right to a full time place at the school your child is offered from September 2012. Research has shown that outcomes are better for reception children who start school in September.

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. 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. 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. You would need to check with the individual school(s) what the part-time provision would be.

Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

## The Essex Admissions Forum

The Essex Admissions Forum was established under the School Standards and Framework Act 1998 (as amended by the Education Act 2002 and the Education and Inspections Act 2006). The Forum allows admissions authorities and other interested parties to discuss the effectiveness of admission arrangements and how they will serve the interests of local families. This is achieved by seeking agreements on how to deal with difficult admissions issues and advising admissions authorities on ways in which their arrangements can be improved.

The Forum also monitors admissions guidance for parents, such as this booklet. Members of the Forum are appointed for a period of not more than four years. Membership is comprised of:

- four Essex County Councillors;
- one representative of the Anglican Diocese of Chelmsford;
- one representative of the Roman Catholic Diocese of Brentwood;
- two representatives of community and voluntary controlled schools;
- two representatives of voluntary aided schools;
- three representatives of foundation schools;
- one representative of Academies;
- one representative of selective schools.

In addition, the Forum has appointed other members to represent the interests of the local community, including parents and representatives of children with special educational needs, Looked After Children and an officer from a neighbouring LA. All admissions authorities are required to have regard to Forum advice.

The Forum has considered and where relevant has issued guidance on the following matters:

- a protocol for mid year admissions to secondary schools for Looked After Children by a Local Authority;
- the DfE School Admissions Code of Practice;
- the DfE School Admissions Appeals Code of Practice;
- protocol for the admission of excluded pupils;
- the annual scheme for the co-ordination of primary school admissions;
- the annual scheme for the co-ordination of secondary school admissions;
- annual admission statistics;
- the implications of the Education and Inspections Act 2006 on Planning and Admissions;
- testing before preference.

The Forum's advice on these issues has, where necessary, been incorporated into the admission arrangements of community and voluntary controlled school across Essex and other admission authorities have been notified. Where the advice is not reflected in the arrangements of other Essex admission authorities or where the arrangements do not meet the statutory guidance in the new DfE Schools Admissions Code, objections to the Schools Adjudicator are considered.

The Forum has the power to prepare an Annual Report about all aspects of school admissions down to individual school level with a view to determining whether arrangements across Essex are clear and objective and offer fair access for all parents and their children.

## A guide to information sources

### Organisation

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#### **Essex County Council**

Website: [www.essex.gov.uk](http://www.essex.gov.uk)  
 Tel: Contact Essex 0845 743 0430  
 08457 585592 (for those with hearing difficulties)

#### **Department for Education**

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##### **(DfE)**

Website: [www.dfe.gov.uk](http://www.dfe.gov.uk)  
 Tel: 0370 000 2288

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##### **Ofsted**

Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)  
 Tel: 0300 123 4234

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#### **Independent Schools Council – ISC**

Website: [www.isc.co.uk](http://www.isc.co.uk)  
 Tel: 020 7766 7070

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#### **Advisory Centre for Education – ACE**

Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)  
 Tel: 0808 800 5793  
 00 44 20 7704 3397 (for those calling from overseas)

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### Types of information available

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*Primary Education in Essex* booklet

*Schools' Admission Policies Directories* for localities.

Contact details of all primary and secondary schools in Essex

Information about admissions

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Information regarding national standards and curriculum

Performance tables and research statistics

Details of Local Education Authorities

Various publications

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School inspection reports

Details of Local Education Authorities

Details of Post 16 Education

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Information about independent schools

Various publications

Information for parents e.g. fees and contact details

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Information about appeals, exclusion and bullying

General educational advice

Various publications

Links to other organisations

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Test results and statistical information are only one factor to be considered when deciding on a school for your child. A school visit is important before making your final decision.

## Useful addresses and telephone numbers

**Essex County Council**  
**your local authority**  
**[www.essex.gov.uk](http://www.essex.gov.uk)**

### Who to contact

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#### For school admissions enquiries

##### **School Planning and Admissions**

Schools, Children and Families Directorate  
Essex County Council  
PO Box 4261  
Chelmsford CM1 1GS

Online admissions:

[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

Telephone: 0845 603 2200

Fax: 01245 436739

Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

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#### For school transport enquiries free school meals and uniform grant enquiries

##### **Education Transport & Awards Team**

Telephone: 0845 603 2200

Fax: 01245 434819

Email: [EducationAwards@essex.gov.uk](mailto:EducationAwards@essex.gov.uk)

##### **If you are entitled to travel and have a question about the contract allocated or tickets**

Passenger Transport Co-ordination Section  
Essex County Council  
County Hall  
Chelmsford  
CM1 1QH

Telephone: 0845 603 2200

(ask for transport contract team)

Email: [tcc@essex.gov.uk](mailto:tcc@essex.gov.uk)

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## Useful addresses and telephone numbers

### Education offices for Southend and Thurrock

#### Pupil Access Team

#### Department of Children & Learning

Southend on Sea Borough Council  
Civic Centre  
Victoria Avenue  
Southend on Sea SS2 6ER  
Telephone 01702 215007  
[admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

#### Pupil Admissions

#### Children Education and Families

Thurrock Borough Council  
Civic Offices  
New Road  
Grays RM17 6SL  
Telephone 01375 652883  
[School.Admissions@thurrock.gov.uk](mailto:School.Admissions@thurrock.gov.uk)

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### Education Offices of neighbouring local authorities

#### Cambridgeshire County Council

Admissions Team  
ELH CC 1206 Castle Court  
Castle Hill  
Cambridge CB3 0AP  
Telephone 01223 699200  
[admissions@Cambridgeshire.gov.uk](mailto:admissions@Cambridgeshire.gov.uk)

#### Hertfordshire County Council

Children, Schools & Families  
Room 134 County Hall  
Pegs Lane  
Hertford SG13 8DF  
Telephone 0300 123 4043  
[hertsdirect@hertsccl.gov.uk](mailto:hertsdirect@hertsccl.gov.uk)

#### London Borough of Barking and Dagenham

Admissions and Attendance Team  
Children's Services  
Town Hall  
Barking IG11 7LU  
Telephone 0208 215 3004  
[3000direct@lbdd.gov.uk](mailto:3000direct@lbdd.gov.uk)

#### London Borough of Enfield

Enfield Schools Admission Service  
PO Box 56  
Civic Centre  
Silver Street  
Enfield EN1 3XQ  
Telephone 020 8379 5501  
[Enfield.School.Admissions@enfield.gov.uk](mailto:Enfield.School.Admissions@enfield.gov.uk)

#### London Borough of Havering

School Admissions  
2nd Floor Scimitar House  
Eastern Road  
Romford RM1 3NH  
Telephone 01708 434600  
[schooladmissions@haverling.gov.uk](mailto:schooladmissions@haverling.gov.uk)

#### London Borough of Redbridge

Admissions & Awards (Redbridge)  
Lynton House  
255–259 High Road  
Ilford IG1 1NY  
Telephone 0208 708 3139  
[AdmissionsandAwards@redbridge.gov.uk](mailto:AdmissionsandAwards@redbridge.gov.uk)

#### London Borough of Waltham Forest

Babcock 4 S  
Schools Admission Service  
Graylaw House  
394 High Road  
Leyton  
London E10 6QE  
Telephone 0845 877 0031  
[primary.admissions@babcockwf.co.uk](mailto:primary.admissions@babcockwf.co.uk)

#### Suffolk County Council

Admissions  
St Edmund House  
Rope Walk  
Ipswich IP4 1LZ  
Telephone 0845 600 0981  
[admissions.south@csduk.com](mailto:admissions.south@csduk.com)

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## Notes

# Notes

**This booklet is issued by**

Essex County Council School Planning and Admissions

You can contact us in the following ways:

**By post:**

School Planning and Admissions  
Schools, Children and Families Directorate  
Essex County Council  
P.O. Box 4261  
Chelmsford CM1 1GS

**By telephone:**

0845 603 2200

**By fax:**

01245 436739

**By email:**

[admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

*Applications using the online system are welcome.*

**Visit our website:**

[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

The information contained in this document can be translated, and/  
or made available in alternative formats, on request.

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