



# Schools for Every Child

## Admissions Policy

(For Admissions 2026-2027)

*We are an education Trust that is committed to running dynamic, ever-improving schools. We work to make sure that every child feels they belong in their school where they feel safe and inspired by learning. For us, learning is an adventure. It is a privilege and a responsibility for all who work with us to ensure that the journey through school is exciting, challenging, caring and enriching, and that every child experiences joy, wonder, calm and success.*

Approval Level	Board
Author	Lee Faris
Approval Date	April 2025
Trust/Template/School level	Trust
Review cycle	Annual

*“The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance”. (DfE)*

### Approval History

Committee Approval	Status	Next Review Date
ESC 20th Jan 25 Ratified- Board Meeting 3rd March 25	Review in progress Submitted for Ratification <b>Live Policy</b>	April 2026

### Changes to previous policy:

- [Waiting lists](#) information added based on paragraph 2.15 of the admissions code as part of guidance on 28th October 2024.
- [Website link](#) added to In year admissions including link to form
- Checking PAN for each school

**This is a Trust level policy and covers:**

**Rayleigh Primary School (URN: 139543, DfE number: 881/2999, UKPRN: 10040808**

**Wyburns Primary School (URN: 145349, DfE number: 881/5262, UKPRN: 10066417**

**North Crescent Primary School (URN: 145049, DfE number: 881/2166, UKPRN: 10065168**

## Contents

1. Aims of Policy	3
2. Entry into our Reception classes:	4
3. Summer born children, delayed entry	4
4. In-year applications	5
5. Appeals	5
6. Appendix 1	6
7. Appendix 2	6
8. Appendix 3: In-Year Application for a place in a Schools for Every Child school	7
9. Appendix 4: Notes of Guidance on Completion of the In-Year Application Form	11

## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

**This policy is based on the following advice from the Department for Education (DfE):**

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

**Introductory note:** All applications must be made in accordance with the co-ordinated admissions scheme operated by the child's home LA. For children resident in Essex this is detailed in the Primary Education in Essex booklet.

[Go to the Essex County Council Admissions page](#)

## 1 Entry into our Reception classes:

Essex County Council operates all admissions into Reception (or Year 3 for Junior Schools), and parents living in Essex must apply to Essex County Council for their preferred school. Details will be sent to all parents of eligible Essex resident children registered with an Essex GP when the data is received from the Health Authority.

All children will be admitted full time in the September following their fourth birthday.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that 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. Where parents choose to defer entry, the child will start at the beginning of a new school term/ half term.

Parents can request that their child attends part-time until the child reaches compulsory school age; this will be considered on a case by case basis and at the discretion of the headteacher.

- In the event of oversubscription into Reception a waiting list will be maintained for the first term.
- Applications received after the closing date will go on the waiting list and be dealt with in accordance with the Local Authority's Scheme for Co-ordinated Admissions.
- Parents whose children do not gain admission will be advised of the statutory right of appeal.

### **Waiting Lists**

Each of our schools will maintain a clear, fair and objective waiting list for children entering Reception until 31 December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the criteria outlined in section 3. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

## 2 Summer born children, delayed entry

If your child is summer-born i.e. born between 1 April and 31 August and you want him/her to start in Reception when he/she has already turned 5 (instead of starting at the age of 4), this is what you will need to do:

- Contact the headteacher of all schools that you are applying to. You will need to request confirmation in writing (letter or email) from the headteacher confirming that they are happy to accommodate the request.
- Send an email to [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk) stating that you want a Reception place for the following intake year and explaining why you want your child to start school from then, rather than starting in the standard year (the academic year in which your child turns 5).
- Name all the schools that you are interested in.
- Attach the emails/letters from the Headteachers of all of the schools you are applying for, confirming they can accommodate your request.
- Attach with the email any supporting evidence. Examples of evidence could include a letter from the current nursery, a health professional etc. and will indicate that this decision is in the best interests of the child.

The number of children to be admitted to Reception into Schools for Every Child schools can be found in [Appendix 1](#).

### 3 In-year applications

To apply for a place in one of our Trust schools, you will need to use the application form that is found in [Appendix 3](#). Full details of our policy and a copy of the form is available on our website [here](#)

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to determine which children to admit:

1. Looked After Children and previously looked after children;
2. Children with a sibling\* attending the school at the time of application and admission;
3. Children living in the priority admissions area.
4. Remaining applications.

*\*LA sibling definition applies.*

In the event of oversubscription 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.

Exceptional medical circumstances (supported by medical evidence) may override the above (other than Looked After Children and previously looked after children).

Distance will also be used if required to distinguish between applicants in each category.

A waiting list will be established where numbers exceed places available and priority of admittance will be in accordance with the above criteria.

Please note that: The school will be required to admit children who have a statement of Special Educational Needs that names the school.

## 4 Appeals

Where a place is refused due to a year group being full, a letter will be sent to the parent providing information about the right to appeal. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) from the ['Submit an Appeal'](#) link.

## Appendix 1

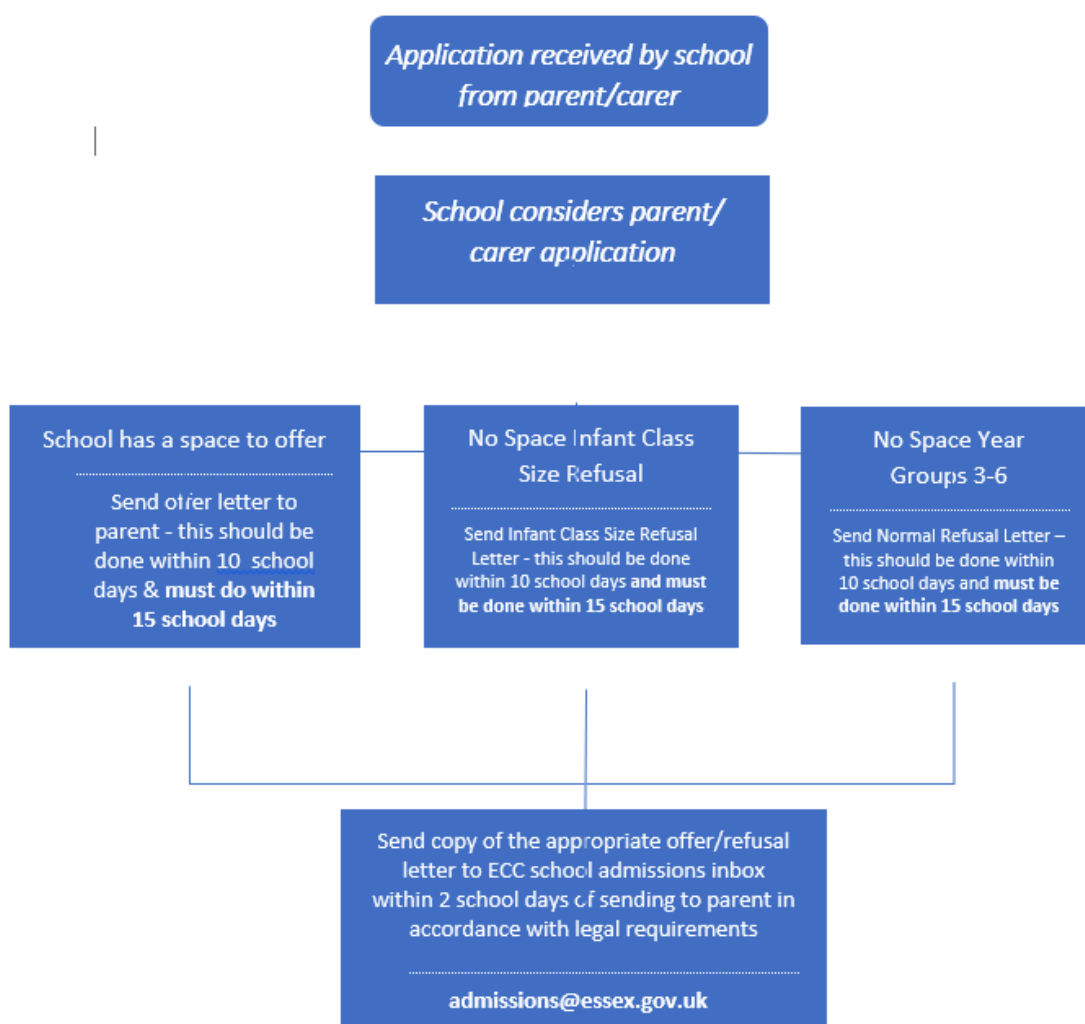
Name of school	PAN*
North Crescent Primary	30
Rayleigh Primary	60
Wyburns Primary	30

\*Published admission number

## Appendix 2

Procedure to be followed as outlined by Essex authority

### Mid-Year Application Process for own admission authority schools



### Appendix 3: In-Year Application for a place in a Schools for Every Child school

*NB: You should not remove your child from their current school until a place has been secured elsewhere.*

Preferred school - circle as appropriate:

North Crescent Primary	Rayleigh Primary*	Wyburns Primary*
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\*If there is no place available in one of the Rayleigh schools, would you consider a place in the other Rayleigh school?

Yes    No

#### Section 1 – Pupil details

Pupil surname:	First name(s):
Date of birth:	Current year group:
Gender: M/F/X	
Current school (or last school attended):	
Town and postcode of current school (or last school):	
Is the child still attending: Y/N	If no, date of last attendance:
If child is known by another name, provide here:	

#### Section 2 – current home address (see section 4 if you are moving into the area)

House number:
Street:
Town:
County:
Postcode:

### Section 3 – Parent/carer details

Ms/Mr/Mrs/Miss/_____ (circle or provide)	Initials:
Surname:	Relationship to child:
Email address:	
Mobile no.:	Home no.:

### Section 4 – Reasons for change of school

a) Preferred date of admission:

b) If you are moving into the area, date of move:

New address if different to Section 2 (please attach copies of proof of address (e.g. Exchange of Contracts or signed tenancy agreement)).

House number:
Street:
Town:
County:
Postcode:

c) Have you discussed your reasons for wanting a different school for your child with your child's current school?

Yes No

If 'Yes' please give details:

Has your child attended a school prior to their current school?

Yes No

Name of school:		
Date of leaving:		
Reason for leaving:	Moving	Permanently excluded

Other (please give details)
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Please give details of any school prior to the above. Give details on a separate piece of paper if necessary.

Name of school:		
Date of leaving:		
Reason for leaving:	Moving	Permanently excluded
Other (please give details)		

**Section 5 – Other details**

Is your child cared for by a Local Authority or a previously looked after child?

Yes No

Does the child have an Educational Health Care Plan\*?

Yes No

Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school’s Admissions Policy)?

Yes No

If ‘Yes’, please attach supporting evidence from the child’s doctor or other health care professional.

\*Previously known as a Statement

**Section 6 – Siblings**

If the child has a sibling at this school please enter their details below:

Name:                      Date of birth:

**Section 7 – Other information**

Please provide any further information that you consider relevant to this application:
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**Section 8 – Declaration**

I have read the notes of guidance for the completion of this form. I confirm that the information I have given is true and that I am a parent for this child.

Signed:

Date:

## Appendix 4: Notes of Guidance on Completion of the In-Year Application Form

If you would like full details on how a school uses personal data, please visit the Trust website to read the Privacy Statement.

If you would like full details on how ECC uses personal data, please go to [www.essex.gov.uk/privacy](http://www.essex.gov.uk/privacy) or call 03457 430430

1. This form should be completed and then be sent directly [admissions@schoolsforeverychild.org](mailto:admissions@schoolsforeverychild.org).
2. You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a place for your child. To find out if there are places, you will need to contact the school(s) directly or email [admissions@schoolsforeverychild.org](mailto:admissions@schoolsforeverychild.org) to find out about schools within our Trust.
3. You will need to complete separate application forms for each school that you wish to apply to (unless you are considering a place at both Wyburns and Rayleigh). Depending on the status of each school (part of a Trust or an Essex LA school) you will need to apply to each according to their own process.
4. Once you have sent your application to the school, the school must write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.
5. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date.
6. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) from the 'Submit an Appeal' link.
7. Applying from overseas – For non-UK citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.
8. If, having applied for a place, you do not manage to secure a school for your child (and you are living in the Essex County Council area\* or have a confirmed move into the County), please contact School Admissions at Essex County Council on Tel: 0345 603 2200 for further support and advice. The email address for School Admissions is [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk).
9. Please remember – applications must be sent directly Schools for Every Child ([admissions@schoolsforeverychild.org](mailto:admissions@schoolsforeverychild.org)) and not to Essex County Council.