



**Roxwell Primary School  
Admissions Policy for September 2025-26  
Ratified December 2023  
Review date Sept 2024**

The Governors welcome applications for places for children whose parents wish them to be educated at Roxwell C of E Primary School. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Education Health and Care Plans where Roxwell is the named school, the oversubscription criteria will be applied in the order in which they are set out below.

**Definitions**

**Sibling**

A sibling is defined as a child living in the same family unit, in the same family household and address as a child who attends the preferred school or partner school in any year group excluding the final year. This therefore, includes brothers and sisters, adopted brothers and sisters or stepbrothers and stepsisters living in the same family unit in the same family household. In addition, biological siblings, in any year group excluding the final year, will 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

**Child**

Anyone under the age of 18.

**Children Looked After (previously Looked After Children):**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

**Policy and number for entry into Year R**

Roxwell C of E Primary School provides a 4 to 11 education. Children will be admitted at age 4 without reference to aptitude or ability. The number of intended admissions for the year commencing September 2024 will be 15.

### **Applying For a Place- Cohort Applications**

You must make an application to the Local Authority for your child to attend Roxwell C of E Primary School. The Governors recommend that parents/carers read the current Essex Admissions Arrangements.

### **Oversubscription for entry in Year R**

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

1. Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with a sibling attending the school
3. Other children living within the priority admissions area.
4. Children living nearest the school as measured by the agreed by the local authority measuring system.

### **Home Address**

The home address excludes any business, relatives or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Applicants have a responsibility to notify the school and the Essex School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending the School.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

### **Waiting Lists:**

These are administered by the local authority.

In the event that parents/carers are offered a lower preference School Essex County Council will automatically place children on a waiting list for higher preference Schools. The child's name will automatically remain on the waiting list for the Autumn Term (September to December) unless a parent advises the School Admissions Team to remove them from the

list/s. A list of unsuccessful applications for children starting school in the Foundation Stage will be held at the school until the end of the Autumn term.

The Essex School Admissions Team holds and maintains the waiting lists for all schools in Essex.

Essex County Council are not responsible for waiting lists for Schools located outside of Essex. Parents/carers should contact the individual School concerned or the Schools Local Authority to ask about waiting list procedures.

Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list. Waiting lists are re-ranked in accordance with the School's published admission criteria each time a child's name is added to the waiting list.

A child's position on the waiting list can move up as well as down.

### **In Year Admissions**

For all In Year Admissions please contact Mrs Adams on 01245 248229 or via email at: [Admin@roxwell.essex.sch.uk](mailto:Admin@roxwell.essex.sch.uk) or at the main school office.

### **Deferred entry for infants**

In recognition that some parents will feel that their child is not ready to start school in the September after their child turns four, parents can request that their child attends part time until they reach statutory school age or that the date their child is admitted to school is deferred until later in the same academic year, but not beyond the start of the summer term of the academic year for which a place has been offered. In addition, parents of summer born children (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school only once they reach statutory school age. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after they turn five years old (Further information is provided below).

### **Admission of children outside their normal age group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made based on the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If it is agreed for the child to have a decelerated entry to Roxwell Primary school the place cannot be deferred and instead the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following year for the decelerated cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Applicants are only able to appeal once each academic year, unless there is a significant change in circumstance.

For information on how to appeal appellants should contact the school within 20 days of being notified that their application has been unsuccessful. Information on the timetable for the appeals process is on each school's website.

**Admissions Advice**

If, after having read the following documents, you have any queries about applying for a place at Roxwell Primary School, please contact Mrs Tate (the Head of School) or the Office Administrator on 01245 248229 or via email at: [Admin@roxwell.essex.sch.uk](mailto:Admin@roxwell.essex.sch.uk) or at the main school office.