

# Primary Education in Essex 2018/2019

A guide to starting primary education  
or transferring from infant to junior school

Closing date for applications **15 January 2018**



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



Essex County Council

## Online Admissions

**Parents and carers who live in the Essex County Council area (excluding those living in the Borough of Southend-on-Sea or in Thurrock) can 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:

- 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;
- when you have submitted your application you will receive an email confirming this;
- you will be told the outcome of your online application by email on offer day if you requested this when you applied.

You will be able to make your application online from **13 November 2017**.

The closing date for primary applications is **15 January 2018**. This is the statutory national closing date set by the Government.

**Please note that it is not possible to apply for a junior school place online.**

### Key Points to Remember

- **APPLY ON TIME - closing date 15 January 2018.**
- **Use all 4 preferences.**
- **Tell us immediately in writing (email or by letter) about any address change.**
- **Make sure you read and understand the Education Transport Policy information on pages 23-24 if entitlement to school transport is important to you. School priority admission (catchment) areas are not relevant to transport eligibility. Transport is generally only provided to the nearest available school where the distance criteria is met. The 'catchment' school for an address may not be the nearest school. It is vital you carefully consider the transport implications before you make your application for a school place. Please contact us if you need advice (see pages 23-24).**

# Contents

<b>Online admissions</b>	2	• If your child is not offered a place	16
<b>Key points to remember</b>	2	• Non-Essex Schools	16
<b>Introduction</b>	4	• Waiting lists	16
<b>Timetable for primary school admissions</b>	5	• I've decided I would prefer a lower preference school than the one I have been offered	16-17
<b>Co-ordinated admission arrangements and what they mean</b>	6	• Continued interest in a school after the end of the autumn term	17
<b>The application process explained</b>	7	• I want to change primary schools (mid-year)	17
<b>Essential information for parents</b>	8–17	• Fair Access Protocol	17
• Common Application Form (CAF)	8	<b>Appeals against admission decisions</b>	18–19
• Supplementary Information Forms (SIFs)	8	• Making an appeal	18
• Applying to schools outside Essex	8	• Infant class size appeals (Key Stage 1 appeals)	18
• Closing date for applications	8	• After you have lodged your appeal	18
• When can my child start school?	8	• At your hearing	18
• Deferred entry to school later in the school year	8-9	• Grouped appeal hearings	19
• Summer-born children	9-10	• The decision	19
• Nursery classes	10	<b>Special educational needs and Essex special schools</b>	20–22
• Year 2 to Year 3 applications	10	• SEN Local Offer	20
• No application for a school place is submitted	10	• SEN transport arrangements	21
• Priority admission areas	10-11	• Special schools in Essex	22
• Types of schools	11	<b>Home to school transport</b>	23–24
• Shared parental responsibility	11	• Mainstream primary schools	23
• School preference order	11	• What is the nearest school for transport purposes	23
• Using all your preferences	12	• Faith Schools	24
• Changing preferences	12	• Points to remember	24
• Home address	12	• Sustainable modes of transport	24
• Address checking	13	<b>Financial assistance for parents and students</b>	25
• Applications from members of the Armed Forces and Crown Servants	12	• Uniform grants	25
• Fraudulent/misleading applications	13	• Free school meals	25
• Moving house/changing address details	13	<b>Primary schools in Essex</b>	26
• Distance tie-breaker	13	<b>School information explained</b>	27
• Siblings	14	<b>A guide to information sources</b>	28
• Will my child's brothers and sisters be able to go to the same school?	14	<b>Useful addresses and telephone numbers</b>	29–30
• Twins, triplets etc.	14	<b>Inside the back cover - The Essex Common Application Form, notes of guidance and application checklist.</b>	
• Children who are cared for by a local authority (Looked After Children)	14		
• Medical circumstances	14		
• Admission of children from overseas	15		
• How decisions are made	15		
• Withdrawal of an offer	15		
• Late applications	15		
• None of your preferences can be met	15		
• Infant class size legislation	15		

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 2018/2019. This booklet is for parents and carers living in Essex<sup>2</sup> whose children will be starting primary education or transferring from infant to junior school in Essex in the school year that begins in September 2018.

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. It also explains how places are allocated and how to appeal if you are refused a place at your preferred school(s). Essential information is included to help you through the co-ordinated admissions process. Please make use of all your preferences.

We have an online applications system through which 98% of applications were submitted last year. Alternatively an application form can be found on our website or you can request a form by calling 0345 603 2200 or use the one at the end of this booklet if you would prefer to apply on paper.

**Please do not do both.**

The Local Authority (LA) has responsibility for the provision of school places across the county.

The LA's School 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 and Academies. If you require any assistance with your application, School Admissions will do its very best to help you.

I hope that your child has an enjoyable and fruitful primary education, and I wish them every success for the future.



**Councillor Ray Gooding**

Cabinet Member for Education.

# Timetable for primary school admissions

## 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 LA sends all correspondence "in good faith" that it will be received on time. If you do not receive an acknowledgement of your application, including the offer letter or email which confirms you have submitted it, then please contact School Admissions immediately.

DATE	PROCEDURE	ACTION BY
Week commencing 6 November 2017	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. <i>The Primary Education in Essex 2018/2019</i> booklet is on the ECC website.	LA
13 November 2017	Online applications can be made.	LA/Parents
October 2017 – 15 January 2018	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.	Parents
<b>15 January 2018</b>	<b>LAST DAY FOR RECEIPT OF COMMON APPLICATION FORM EITHER PAPER OR ONLINE.</b> <b>Applications received after this date will normally be treated as late.</b> <b>You cannot apply online after this date.</b>	Parents
February 2018	Admission policies for schools are applied to relevant applications – see page 15 for an explanation of the process.	Schools and LA
2 February 2018	The last date that evidence of changes of address can be accepted to be included in the first round of offers on 16 April 2018.	Parents/LA
February – March 2018	Information exchanged with other authorities and preferences sorted to identify the highest that can be met – see examples on page 6.	LA
<b>16 April 2018</b>	<b>NATIONAL OFFER DAY.</b> Offer letter sent to all Essex resident applicants. An email will also be sent to those who applied online who requested it, confirming the outcome of their application. <b>If you DO NOT receive an email/letter by 23 April 2018 then please contact School Admissions.</b>	Parents/LA
April – 31 August 2018	Waiting lists are maintained for all oversubscribed schools and any places that become available are allocated from these lists.	LA
15 May 2018	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
June – July 2018	Appeals held.	Schools and LA
31 August 2018	LA ceases to maintain waiting lists for foundation, voluntary aided schools and Academies.	LA

## Co-ordinated admission arrangements and what they mean

The law requires a LA to co-ordinate admissions to all primary schools (except independent (fee-paying) or special schools) in their area. Primary schools includes infant schools.

Essex parents must apply for primary school places by completing the 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 four schools both in and out of Essex, in the order in which they would like them considered.

On 16 April 2018, 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 Essex school to the child's home address with a space available. Here are some examples of this process:

### Example 1 – Parent has applied for four 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\*

Preference 4 – Not offered – right to appeal given\*

### Example 2 – Parent has applied for four 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\*

Preference 4 – Not offered – right to appeal given\*

### Example 3 – Parent has applied for four 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

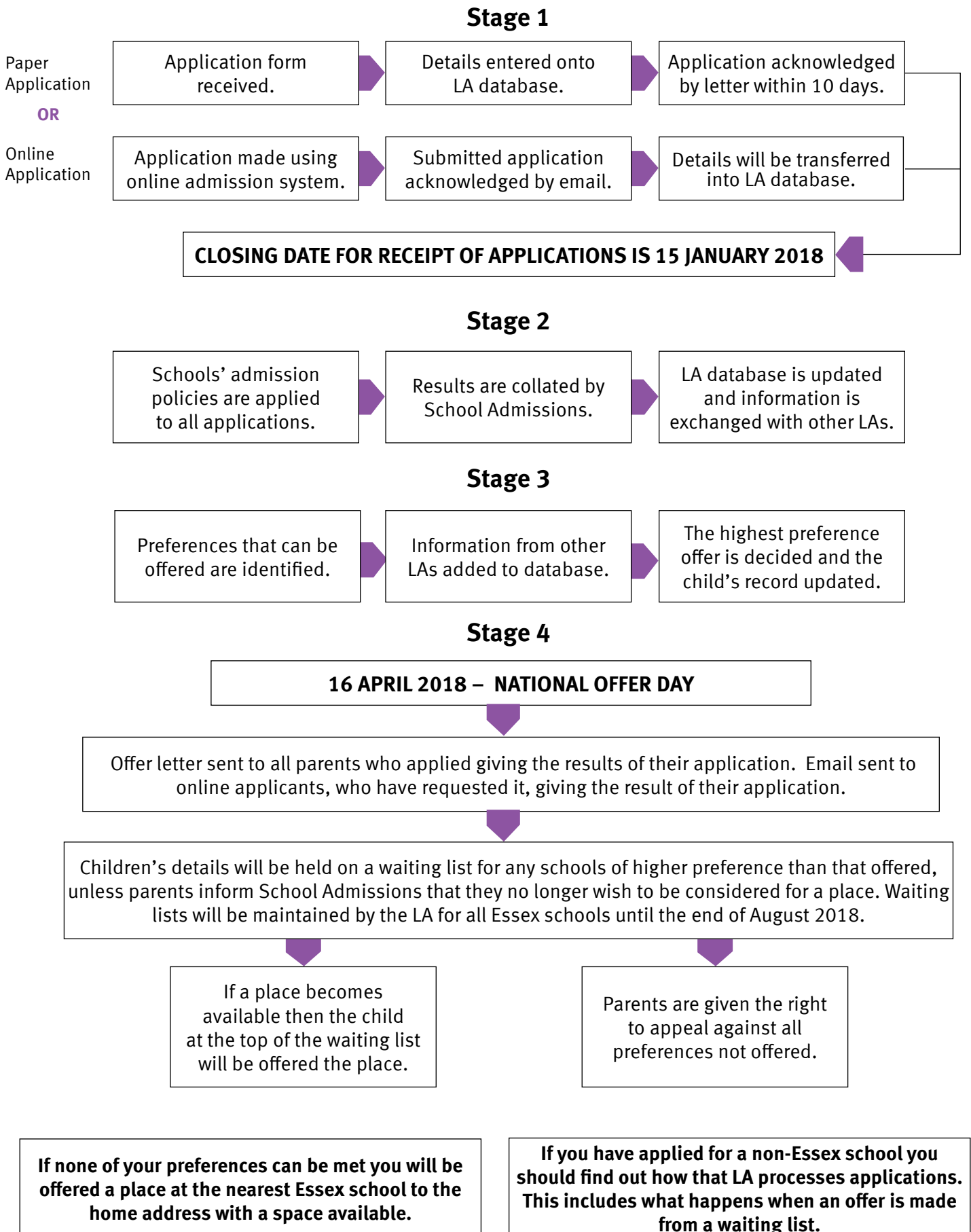
Preference 4 – Not offered – on waiting list and right to appeal given

Your child will be offered a place at the nearest Essex school to their home address with a space available.

\* You will note from examples 1 and 2 that children are only held on waiting lists for preferences higher than the one that can be met.

**On 16 April 2018 (National Offer Day) parents will be sent a letter containing the result of their application. An email will be sent to parents who have applied online and who have requested it, confirming the outcome of their application.**

# The application process explained



## Essential information for parents

This booklet contains the arrangements for admissions to schools as carried out by Essex County Council in accordance with statutory regulations and guidance from the Department for Education and the statutory instruments.

### Common Application Forms (CAFs)

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 at the back of this booklet. **Please do not do both.** If more than one application is received the authority will process the last one to be submitted. You must submit your CAF by 15 January 2018.

Once you have submitted your online application you will receive an email to confirm this. Paper applications will be acknowledged within 10 working days by letter only. Please contact School Admissions if you do not receive an acknowledgement letter or email confirming your application is submitted.

Parents seeking information should note that the LA will only discuss specific details about your child's application with the person who completes the form (referred to as the applicant).

### Supplementary Information Forms (SIFs)

Some schools will need extra information to rank your application against their admission criteria. 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 which you can find on our website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). You can view a copy of the **Schools' Admission Policies Directory** on the website or you can contact the school directly to find out if a SIF is needed.

**Please remember that completing a SIF on its own is not an application – you must complete the Common Application Form and send it 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 a paper application form, **please do not do both.**

### Closing date for applications

The statutory national closing date for all applications whether online or paper is **15 January 2018. 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.

### When can my child start school?

You have the right to start your child at school on a full-time basis from the September following their fourth birthday, providing they have been allocated a school place. This means that you have the right to a full-time place at the school your child is offered from September 2018.

### Deferred entry into school later in the school year

Essex County Council's policy is that children born on and between 1 September 2013 and 31 August 2014 would normally commence primary school in Reception in the academic year beginning in September 2018.

As required by law, all Essex 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. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

<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 your council tax will be payable to one of the following District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford. ECC accepts no responsibility for applications submitted in error to it by the parents resident in another council area.



## Essential information for parents

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. 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.

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. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

If you plan to defer your child's start date until later in the school year, you must still apply at the usual time for primary or infant school places. You should also speak to the schools you are applying for, to discuss how you would like your child to be admitted.

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.

### Summer-born children 2019 Entry

If your child is summer-born i.e. born during the period 1 April 2014 and 31 August 2014 and you want him/her to start in Reception in September 2019 (instead of starting in the 2018-19 academic year), this is what you will need to do:

- Send an email to [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk) stating that you want a Reception place from September 2019 and explaining why you want your child to start school from then, rather than starting in the 2018-19 academic year.
- Name up to 4 schools that you are interested in.
- Attach with the email any supporting evidence.

Examples of evidence could include a letter from the current nursery, a health professional etc.

You should send all of the above to us as soon as possible.

Once this has been received, for any community or VC schools, the Council will decide whether an application for the Reception admission round for September 2019 will be processed. For foundation VA schools and Academies, the individual schools will make the decision. There are no guarantees that an application will be automatically agreed.

You will then be notified by the Council as to whether an application for the schools you named in your request will be processed for Reception in September 2019.

The reason we advise you to make any such request as soon as possible is because if your request is not agreed, you will need to make an application for a place for the school year starting in September 2018, and the deadline for you to do this is 15 January 2018.

### Summer-born children 2018 Entry

Parents of children born during the period 1 April 2013 and 31 August 2013 who want their child to start school from September 2018 in Reception need to do the following:

- Complete the 'Reception 2018' paper application form (which will be available from November 2017 on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions))
- Attach a covering letter stating that you want a Reception place from September 2018
  - explaining why you want your child to start school in September 2018 (instead of starting in the 2017-18 academic year)
- Attach any supporting evidence to the form and covering letter.

Examples of evidence could include a letter from the current nursery, a health professional etc. Send all of the above to us by the closing date of 15 January 2018.

Once this has been received, for any community or VC schools, the Council will decide whether an application for the Reception admission round for September 2018 will be processed. For foundation, VA schools and Academies, the individual schools will make the decision.

## Essential information for parents

There are no guarantees that an application will be automatically agreed.

You will be notified by the Council as to whether your school preferences will be processed for Reception in September 2018. If they are, then you will be informed of the outcome on the National Offer Day of 16 April 2018.

If any of your school preferences are not agreed to be processed for Reception in September 2018, you will be informed.

If your request is not agreed and you would still prefer that your child starts in September 2018, you would need to make a mid-year application in the summer term in 2018 for a Year 1 place at the relevant schools. The application will not be dealt with as a Reception application.

### Nursery classes

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.

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

### Year 2 to Year 3 applications

If your child currently attends an infant school and is in Year 2 then 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 to **only 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 provided to parents of known children in Year 2 of Essex infant schools in November 2017.

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 2 February 2018.

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 admit an extra number of children in Year 3) that preference will be treated as a mid-year 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.

### No application for a school place is submitted

**It is the responsibility of the parent or carer to ensure that the application is submitted to the council by 15 January 2018.** 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 an independent (fee-paying) school, or other reason, please inform School Admissions.

### 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 in their oversubscription criteria.

Confirmation of your priority admission area school is available by using our 'Catchment Area

## Essential information for parents

Finder' tool on our website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

**Attendance at a priority admission area (catchment) school does not guarantee entitlement to free home to school transport (see pages 23-24), as the catchment school may not be the nearest school.**

### Types of schools

All schools in Essex (except independent fee-paying schools) are known as maintained schools or Academies. There are several 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<sup>3</sup> and sets the oversubscription criteria;
- voluntary controlled schools (VC) – these schools often have a religious character, normally Church of England. The LA is the admission authority<sup>3</sup> and sets the oversubscription criteria;
- foundation schools - the school's governing body is the admission authority<sup>3</sup> and sets the oversubscription criteria;
- 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<sup>3</sup> and sets the oversubscription criteria;
- Academies – these are independent 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 Academy Trust is the admission authority<sup>3</sup> and sets the oversubscription criteria;
- Free Schools – these are Academy schools set up in response to parental demand. The Academy Trust is the admission authority<sup>3</sup> and sets the oversubscription criteria.

### Shared parental responsibility

Where more than one adult shares parental responsibility and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for. If different applications are received, or the Admissions Team is made aware of a dispute between two parents, these applications will be placed on hold and will not be processed until such time that:

- written agreement is provided from both parents stating which application to take forward for processing; or
- a court order is obtained confirming which parents' application carries precedence.

Please ensure that only one application is submitted by 15 January 2018. **If multiple applications are received you risk your child being without a school place.**

### School preference order

**You should put your school preferences in the order you really want them, but remember to take into account transport implications (see page 23).** The ranked 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 requires 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 30.

It is important that, when selecting your preferences, you take into account how you will transport your child to school. Pages 23-24 explain the Council's Education Transport Policy.

The following websites 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) or [www.travelinesoutheast.org.uk](http://www.travelinesoutheast.org.uk).**

<sup>3</sup>An admission authority is responsible for all aspects of pupil admissions and appeals.

# Essential information for parents

## Using all your preferences

**We strongly recommend that you use all of your 4 preferences.**

**Applying for more than one school does not in any way reduce your chances of being offered your highest preference so please do aim to use all of your preferences.** Your local school must be one of your preferences in order for it to be considered; this will not be done automatically.

If none of your preferences can be offered, you will be allocated a place at the nearest Essex school to the 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 which is why we advise you to use all 4 preferences.**

## Changing preferences

You can change your preferences on your online application by logging into your account, amending your existing application and resubmitting it, as long as this change is made by the closing date.

If you applied on paper you will need to write to School Admissions before the closing date so your letter is received by 15 January 2018.

After the closing date a change request will not be accepted, unless this is for an address change<sup>4</sup>. Evidence of any address change must be supplied by the specified deadlines.

Any requests must be submitted to School Admissions in writing, whether you applied online or by paper. You can email to [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk).

## Home address

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or a copy of a tenancy agreement can be provided by 2 February 2018. 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. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and **proof of address and residence arrangement will be required with the application.** The child must be living with the parent, 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 (*where eligible*).

## Applications from members of the Armed Forces and Crown Servants

Members of the Armed Forces and Crown Servants with automatic right of entry to the UK who are able to provide evidence of their relocation can apply for a school place ahead of a move. An application can be made as soon as confirmation of the relocation is available.

For Armed Forces applications we will use the unit posting address when considering the application, until such time as a confirmed home address can be provided. For Crown Servants an address can only be used if there is evidence of the address the child is returning to.

There is no guarantee that a place will be available at a preferred school; each application will be considered in accordance with the school’s admissions criteria.

Some foundation, VA schools and Academies have different rules on home address. You should check each school’s policy.

<sup>4</sup>Any applications or change requests received after 2 February 2018 will be held and not considered until after the first round of offers on 16 April 2018.

## Essential information for parents

### Address checking

The LA may 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.

### Moving house/changing address details

If you move address either within Essex or into Essex during the admissions process, you must notify School Admissions immediately by email or letter. You should provide 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 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<sup>2</sup>.

**If you submit an online application and then you move house it is not sufficient only to change your address on your online application. You must inform School Admissions in writing by email or letter, and provide evidence of your move as described.**

If this evidence is received after 2 February 2018, your application will not be processed using your new address. If your child's details are placed on a waiting list where the position is influenced by home address, your new address will be used to determine the 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 cannot be considered.** If you are in doubt please contact School Admissions.

If you own a property in Essex but are not living in it, but intend to take up residency at the Essex home before the start of the autumn term, your application will be processed using your Essex address once evidence has been received. Any offer of a school place will then be conditional upon receipt of evidence of you taking up residency at that property in Essex.

It is your responsibility to provide the School Admissions Team with proof of address. Please do not assume that the Admissions Team have access to other records the Council may hold about you.

### 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.

For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described on page 12. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at a community or VC 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

## Essential information for parents

admissions, with the exception of twins, triplets etc. Foundation, VA Schools and Academies may have their own tie-break policy.

### Siblings

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

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 and adopted 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 the only variation to the definition above is the child should be attending, or has been offered a place at, 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, VA schools and Academies may have different definitions of a sibling. Please contact the school to check.

### 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 automatic guarantee that siblings can go to the same school. Your chances will be reduced if you do not apply on time.**

Having a sibling already in receipt of transport does not guarantee that a future sibling will automatically qualify for transport to the same school. See the transport policy information on pages 23-24.

### Twins, triplets etc.

For community and VC 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 child(ren). 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, 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 places would not normally be offered to all.

For foundation, VA schools and Academies the decision will be made by the governing body or Academy Trust.

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

A 'looked after child' or a child who was previously looked after but immediately after being looked after ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order will be given first priority in the oversubscription criteria, ahead of all other applicants, in accordance with the School Admissions Code 2014. 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 (as defined in Section 22(1) of the Children Act 1989).

### Medical circumstances

Some schools may give priority based on medical circumstances. You should check the school's admission policy and send any supporting evidence to the school directly. If the school is in another local authority, check with the school where to send any evidence.

# Essential information for parents

## 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, but intends to take up residency at the Essex home before the start of the relevant term, then evidence of this address must be provided for the application. 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 school's 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 in the relevant Schools' Admission Policies Directory (a paper copy is available upon 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 an offer

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

## Late applications

Applications received after the closing date of 15 January 2018 will normally be treated as late. This means your application will be dealt with after all on time applications have been processed, unless there is evidence, or you provide evidence, to show that the application could not reasonably have been made on time. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional.

All late applications will be considered by LA officers to determine whether there are exceptional circumstances. Where that is deemed to be the case, the application will be treated as 'on time'<sup>5</sup>.

## None of your preferences can be met

If none of your preferences can be met and if you are an Essex resident, you will be offered a place at the nearest Essex school to your home address with a space available. Remember to use all your preferences. For September 2017 only 1.81% of Essex parents could not be offered any of their preferences whilst 95.60% were offered their first or second preference of primary school.

## 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.

<sup>5</sup>Even if there are reasons why you could not apply on time, it will be not possible to treat any application received after 2 February 2018 as on time. In addition, any applications, preferences or change requests received after 2 February 2018 will be held and not considered until after the first round of offers on 16 April 2018.

## Essential information for parents

### If your child is not offered a place

If your child is refused a place at a preferred school that is ranked higher than the offer you have received, your child's details will be held on a waiting list. You will also be given the right to appeal to an independent appeal panel for any school you applied for where your child has not been offered a place.

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. Please see page 18 for more information.

When the refusal of the place is not based on the infant class size limit, you must give your reasons why as to you want 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.

Independent appeal 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 if they did not attend that school.

Some parents express concern that their appeal has been 'a waste of time'. An appeal is never a waste of time but you should carefully consider your reasons for your child attending the school, particularly where the infant class size limit of 30 pupils is concerned.

From figures available at the time of preparing this booklet, for Reception admissions in the academic year 2017/2018, there have been 203 appeals for community and VC schools where the infant class size limit was involved, of which only 5% were successful. There were 9 further appeals not involving the infant class size limit of which 2 were successful.

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

### Non-Essex schools

If you have been offered a place at a non-Essex school, you need to check with the relevant LA whether you need to formally accept that place with them or the school. Some LAs may withdraw an offer of a school place if they are able to offer your child a place at a higher ranked school within that LA from a waiting list.

It is your responsibility as the parent or carer to find out about any acceptance procedure or waiting list process for schools in other LAs. This includes what happens if an offer is made from a waiting list.

### Waiting lists

After 16 April 2018, all unsuccessful applications that are ranked higher 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 Admissions will hold waiting lists for all Essex oversubscribed schools until the end of August 2018. Applicants will be ranked in priority order, according to the school's admission criteria. After this date Essex LA will continue to maintain the waiting lists for oversubscribed community and VC schools until the end of the autumn term 2018. Oversubscribed foundation, VA 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 as each added child will require the list to be ranked again in line with the oversubscription criteria. 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

If, having received your offer, you decide you would rather your child attends one of your lower Essex preference schools please put this request in writing to School Admissions. Your application to that school will be then reactivated and, if there are no places available, added to the appropriate place



## Essential information for parents

on the waiting list. If you want your child's details added to a non-Essex school's waiting list, you need to put this in writing to School Admissions. It should be noted that different waiting list systems may apply, and it is your responsibility as the parent or carer to find out how waiting lists for schools in other LA areas are operated. This includes what happens if an offer is made from a non-Essex waiting list.

### 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 VC 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. For reception applicants the registration form is available from November. It should be completed and returned before the end of December to ensure your child is on the list from January.

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, VA school or an Academy. You will need to contact the school to see how they handle your application and continued interest in a place.

### I want to change primary schools (mid-year)

If you wish your child to transfer from one primary school to another you will need to make an application in writing. You can complete an online form [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or request a paper form to be sent to you. If you want to apply for a school outside Essex please contact the LA directly to discuss how to apply.

The opportunity to transfer depends on places being available at the preferred school. If a place can be offered, it 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. Applications for transfer will not ordinarily be determined until the half term prior to the requested admission date.

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.**

A school may admit a child over the admission number and outside the admission criteria mid-year where they have been excluded from another school or are being placed as a move supported by all agencies.

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

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

### Fair Access Protocol

The LA 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 Admissions for more advice.

# Appeals against admission decisions

## Making an appeal

If your child has not been offered a place at your preferred school(s) you have the statutory right to appeal to an independent appeal panel against the decision not to admit your child. Appeals should be lodged within 20 school days of being refused a place. More information is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

## 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>6</sup>. This legislation restricts appeals panels to only allow successful appeals on one of three grounds where admission would exceed the class size limit, either:

- it finds that the admission of additional children would not breach the infant class size limit; or
- it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly or impartially applied; or
- it decides that the decision to refuse admission was not one which 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 made your appeal

You will be advised in advance of the date of your meeting, called a 'hearing'. Wherever possible the appeal hearings will take place in the area local to the school for which you are appealing.

You are encouraged to attend your hearing in person. If you do not attend, and do not inform the clerk, the panel may 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. If you wish, you may bring a friend, relative or representative. 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 usually 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) 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 in support of the appeal) 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 summarise your case.

---

<sup>6</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.

# Appeals against admission decisions

## Grouped appeal hearings

When there are a large number of appeals for one school they may be heard using the 'grouped appeal' system. There are normally two stages to this process.

At the first stage, 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

In non-infant class size cases, 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 will write to you, usually within five working days of the hearing, although this may not be possible where there are multiple appeals for one school, telling you of the appeal panel decision and the reasons for it. The decision is binding on both parties.

For infant class size cases, the appeal panel can only uphold the appeal on the grounds shown on page 18. The clerk to the panel will write to you, usually 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 VC schools, where a parent's appeal is not successful, is that we will not consider another application for the same school in the same academic year unless there have been significant and material changes in the 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. For Academies, the Education Funding Agency can investigate such complaints.

# Special educational needs and Essex special schools

Essex County Council has additional responsibilities for children assessed as having special educational needs. An assessment of these needs may lead to a statement of special educational needs or Education, Health and Care Plan (EHCP) being issued. Most children with a statement or EHCP are educated at their local mainstream school, with additional support if appropriate. Some children who have a statement or EHCP 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 on page 22 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 or EHCP and the school is named in that document. For most children a mainstream school will be able to meet their needs.

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

If your child has, or is currently being assessed for, a statement of special educational needs or EHCP, you will have discussed the most suitable school and the range of options available with the Statutory Assessment Service (SAS).

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 or EHCP** they will be allocated a primary school place by SAS 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 school(s) 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 or EHCP a place will not be allocated as part of the co-ordinated admissions process detailed on page 6.

## SEN Local Offer

Our Local Offer provides information for children and young people with special educational needs and disability (SEND) and their parents or carers in a single place.

The Local Offer is published as part of the SEND reforms under the Children and Families Act 2014 and will be developed over time, with partners involved reviewing it.

The Local Offer is for:

- Children and young people with special educational needs and/or disabilities (SEND)
- Children and young people from birth to 25 years
- Their parents and carers
- Practitioners and professionals

The Local offer will:

- Make it easier to find out what you need to know
- Help you to be less dependent on other people or word of mouth
- Help you find the nearest and most suitable services
- Help you to ask the rights questions
- Help you to provide feedback about what is needed, raise concerns or make a complaint.

More information is available on the website [www.essexlocaloffer.org.uk](http://www.essexlocaloffer.org.uk).

---

# Special educational needs and Essex special schools

## SEN transport arrangements

Arrangements for free home to school transport can be found 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 if the pupil resides:

- 2 miles or more from the school for pupils up to the age of 8 (end of Year 3);
- 3 or more miles from the school and is over the age of 8 (Year 4 and above).

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 or can be named in a child's statement or EHCP as it is the nearest appropriate school but as a result of parental preference they choose an alternative school further away, transport will not usually 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

**You should consider carefully how your child will get to and from the school(s) you apply for before you make your application for a school place.** Children will only be entitled to free home to school transport if there is an entitlement under the County Council's Education Transport Policy. If a sibling or other local child is already in receipt of transport to a school, this does not guarantee that a new child will automatically qualify for transport to the same school. The policy criteria must be met in all cases. Where there is no entitlement to transport from the Council, parents are fully responsible for all financial costs and transport arrangements for their child.

The full Education Transport Policy is published on our website [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport) and details are also available in the Primary Education in Essex 2018/2019 booklet. It is vital that you read all of the information.

**Please note that entitlement to school transport will not be assessed on the basis of priority admission ('catchment') areas, or historically 'designated' areas or schools. Applications are assessed against the following criteria.**

Essex County Council (ECC), in accordance with its statutory duty, will provide free home to school transport for children of primary school age to the **nearest available school\*** to their home address who meet the 'qualifying distance' criteria which are:

- 2 miles or more for children below the age of eight (until the end of year 3)
- 3 miles or more for children aged eight and above (years 4-6)

It is important to note that the 'catchment' school for an address may not be the nearest school. ECC will measure using the shortest road route to calculate distances to establish which is the nearest school to a child's home address. Thereafter, the shortest available walking route is measured to calculate the distance to the nearest

school, to determine if the qualifying distance is met for entitlement to transport.

ECC uses a Geographical Information System (GIS) to measure and calculate home to school distances. The measurements produced by the Council's GIS are the definitive distance calculations that the Council will use to determine transport eligibility.

For children in year groups 4–6 from low income families, the distance remains at 2 miles. Evidence of benefit is required to be submitted annually. Children from low income groups are defined as those who are entitled to free school meals, or those families whose annual taxable household income is less than £16,190 as defined in their current child tax credit form.

Transport entitlement is also extended to those children from low income families, as defined above, who are attending their designated faith school which is 2 miles or more by the shortest available walking route.

### #Transport will not be provided to a school if:

- **There is any nearer school to the home for which a parent did not apply on the original admission application**
- **There is any nearer school which was listed as a lower preference on the original admission application**
- **The parent has rejected an offer of a place at any nearer school**

### What is the nearest school for transport purposes?

Any parent who wants to find out which school the Council considers to be their nearest school for transport purposes should send an email to:

**[educationawards@essex.gov.uk](mailto:educationawards@essex.gov.uk)**

The email should state the child's name and address, asking what the Council considers to be the nearest primary school for transport purposes to that address.

\* As defined in the Education Transport Policy

# Except for the low income faith criteria

# Home to school transport

## Faith Schools

Transport entitlement is extended to those children from low income families, as defined above, who are attending their designated faith school which is 2 miles or more by the shortest available walking route. To evidence that the child is attending a school based on religion or belief, their baptism certificate or a written statement supporting the reasons for selecting a faith school must be provided.

For Roman Catholic (RC) schools, the 'designated faith school' for this purpose is the school which the RC Diocese and the County Council have agreed as the RC school for the area of the home address. In the case of other faiths, transport will only be provided to the nearest school of that faith, if the relevant income and distance criteria are met.

A faith school is considered to be a voluntary aided school or faith academy which, in its admission arrangements, gives priority for admission to children of the faith. Voluntary controlled schools are not considered to be 'faith schools' for the purposes of transport.

## Points to remember

- **An offer of a school place does not guarantee free school transport even if you live over two or three miles away from the school you have been offered, even if it is the priority admission (catchment) area school.**
- Before you apply for a school place and for home to school transport you should read the information made available to you in this booklet and the full Education Transport Policy on the website [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport).
- If your child does not qualify for free school transport you may be able to purchase a bus pass or seat on a vehicle operating to the school. You would need to contact the relevant transport operator about this.

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)

## Sustainable modes of travel

The Council takes a number of steps to enable accessibility to places of employment and education, including other neighbourhood services such as retail and leisure; with the associated health and social benefits for communities. The Council has a strategy for these issues. For more information about sustainable modes of travel, please visit [www.essex.gov.uk](http://www.essex.gov.uk)



# 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 it 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 with evidence from the previous school
- exceptional circumstances requiring the replacement of a uniform

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

- Income Support
- income-based Jobseekers Allowance
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- the guaranteed element of State Pension Credit
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999

For more information or to request an application form please contact 0345 603 2200 or visit:

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

## Free School meals

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time education may also be able to get free school meals.

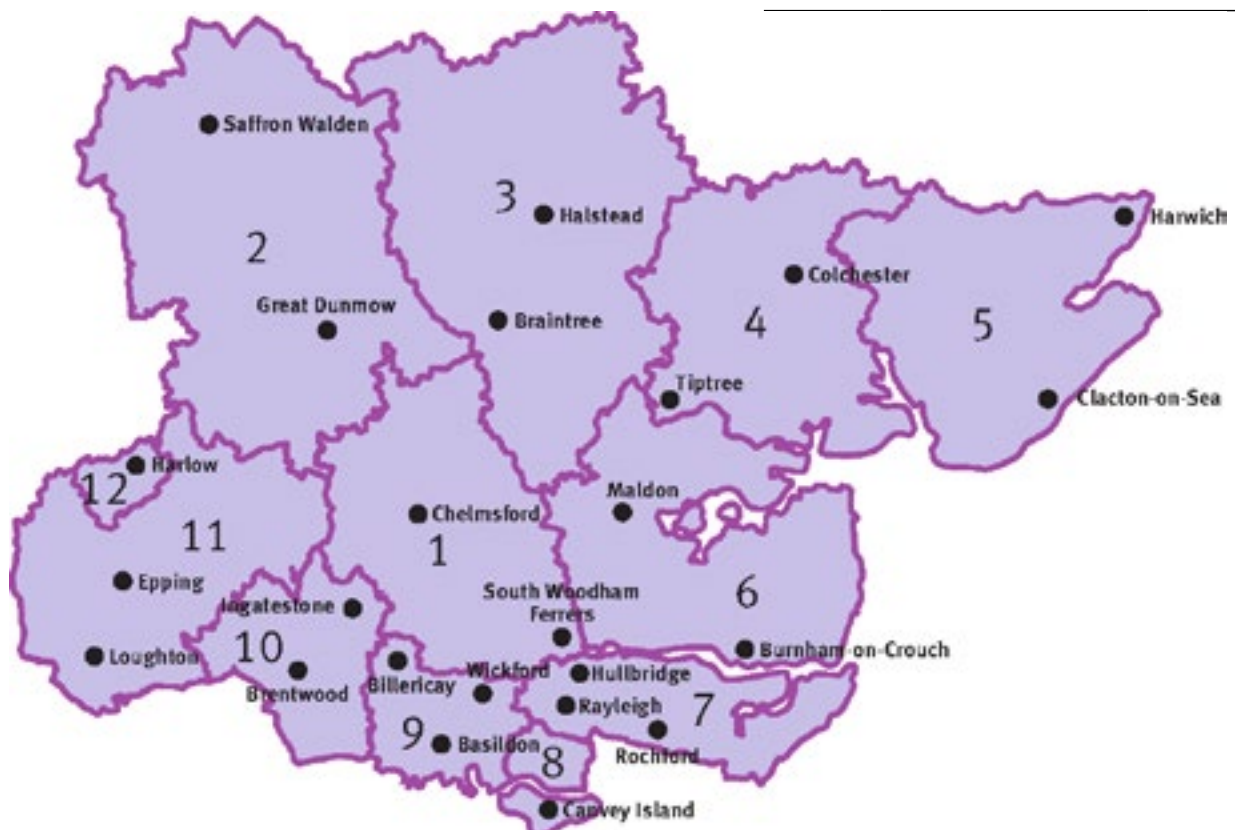
## Primary schools in Essex

The primary schools in Essex are divided into 4 areas – North-East, Mid, West and South. (see the table on the right to find out which booklet you will require).

The directories list the details of primary schools in Essex, along with a summary of each school's admission policy.

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

	<b>For schools in</b>	<b>Area</b>
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 0345 603 2200

Email: nosuch@essex.sch.uk

Website: www.nosuch.essex.sch.uk

Headteacher: Mr A Smith

Community (Co-educational)

4–11

School Number: 881-0123

Published admission number 2018/2019: **30**

Applications received (all preferences) Sept 2017: **70**

Number on roll: **187**

In 2017 the last child was admitted under criterion 4

### Timing of Admission

Please see page 6 of this booklet.

### 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 and previously looked after children (as defined on page 14 of the Primary Education in Essex 2018/2019 booklet);
2. children with a sibling attending the school;
3. children living in the priority admission area;
4. remaining applications.

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.

More information about the school will be available on its website.

This indicates the type of school. See page 11 for more information.

Department for Education unique identification number for the school.

No. of Reception places available in Sept 2018.

See Note 1

Total No. of pupils at the school as at January 2017.

The last admissions criterion under which pupils were admitted to the school last year as at 18 April 2017.

See Note 2

A summary of the school's admissions policy.

#### Note 1

The Published Admission Number (PAN) is the number of places that the school has available for the new Reception intake in 2018. In general this will be the same as the PAN for 2017. The total number of applications received was collated in *April 2017*. The PAN and the number of applications received for 2017 should give 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, third or fourth preferences and these increase the overall number of applications. However you should be aware that if you only apply for schools that are oversubscribed you may not receive a place at any of them.

#### 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 2018. 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.

---

## A guide to information sources

### Organisation

---

#### **Essex County Council**

Website: [www.essex.gov.uk](http://www.essex.gov.uk)  
Tel: Contact Essex 0345 743 0430  
[contact@essex.gov.uk](mailto:contact@essex.gov.uk)  
03457 585592 (for those with hearing difficulties)

---

#### **Department for Education – DfE**

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

---

#### **Ofsted**

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

---

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

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

---

#### **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)

### Types of information available

---

*Primary Education in Essex* booklet  
*Schools' Admission Policies Directory* for each local area.  
Contact details of all primary and secondary schools in Essex  
Information about admissions

---

Information regarding national standards and curriculum  
Performance tables and research statistics  
Details of Local Education Authorities  
Various publications

---

School inspection reports  
Details of Local Education Authorities  
Details of Post 16 Education

---

Information about independent schools  
Various publications  
Information for parents e.g. fees and contact details

---

Information about appeals, exclusion and bullying  
General educational advice  
Various publications  
Links to other organisations

---

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

### For school admissions enquiries

#### **School Admissions**

Essex County Council  
PO Box 4261  
Chelmsford CM1 1GS

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

Telephone: 0345 603 2200  
Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

---

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

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

Telephone: 0345 603 2200  
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: 0345 603 2200  
(ask for Education Contracts Team)  
Email: [tcc@essex.gov.uk](mailto:tcc@essex.gov.uk)

---

## Useful addresses and telephone numbers

### Education offices for Southend and Thurrock

#### Southend on Sea Borough Council

Department of People  
School Admissions Team  
Civic Centre  
Victoria Avenue  
Southend on Sea SS2 6ER  
Telephone 01702 215007  
admissions@southend.gov.uk

#### Thurrock Council

Admissions Team  
Learning and Universal Outcomes  
PO Box 118  
Civic Offices  
New Road  
Grays RM17 6GF  
Telephone 01375 652883  
school.admissions@thurrock.gov.uk

---

### Education offices of neighbouring local authorities

#### Cambridgeshire County Council

Admissions Team  
OCT1221  
The Octagon  
Shire Hall Site  
Cambridge CB3 0AP  
Telephone: 0345 045 1370  
admissions@cambridgeshire.gov.uk

#### Hertfordshire County Council

Admissions and Transport Team CHR102  
County Hall  
Pegs Lane  
Hertford SG13 8DF  
Telephone: 0300 123 4043  
transfer.admissions@hertfordshire.gov.uk

#### London Borough of Barking and Dagenham

School Admissions Team  
Town Hall  
Barking  
Essex IG11 7LU  
Telephone: 020 8215 3004  
infos@lbbd.gov.uk

#### London Borough of Enfield

Enfield Schools Admission Service  
Civic Centre  
Silver Street  
Enfield EN1 3XA  
Telephone 020 8379 5501  
enfield.school.admissions@enfield.gov.uk

#### London Borough of Havering

Admissions Team  
c/o Town Hall  
Main Road  
Romford RM1 3BD  
Telephone: 01708 434600  
schooladmissions@haverling.gov.uk

#### London Borough of Redbridge

Admissions & Awards  
Lynton House  
255–259 High Road  
Ilford IG1 1NN  
Telephone: 0208 708 3562/3055  
admissionsandawards@redbridge.gov.uk

#### London Borough of Waltham Forest

School Admissions Service  
Harvey House  
1A Harvey Road  
London E11 3DB  
Telephone: 020 8496 3000  
primary.admissions@walthamforest.gov.uk

#### Suffolk County Council

The Admissions Team  
Endeavour House  
8 Russell Road  
Ipswich  
Suffolk  
IP1 2BX  
Telephone: 0345 600 0981  
admissions@suffolk.gov.uk

---

## Notes

## Notes of guidance to assist in the completion of the Common Application Form (CAF)

**BEFORE FILLING IN THE FORM PLEASE READ THE PRIMARY EDUCATION IN ESSEX 2018/2019 BOOKLET ON [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).**

### Section 1 - Pupil Details

- Pupil's name - the names by which the child is legally known.
- Gender - many names are unisex and we need to be able to record male or female on our database.

### Section 2 - Home Address

Please give the home address for the child. See pages 12 and 13 of the Primary Education in Essex 2018/19 booklet.

### Section 3 - Parent/Carer Details

Please give the name and contact details of the parent/carers who lives at the address provided on the application form and their relationship to the child.

### Section 4 - Moving House

If you are moving house please provide as much information as you can. If there are changes to your plans you must let us know immediately or your child's offer of a place could be withdrawn. If you currently live outside the Essex LA area you should make your applications for Essex schools via your home authority.

### Section 5 - Other Details

- Special Educational Needs – please tell us if your child has a statement of special educational needs (or Education, Health and Care Plan).
- Medical circumstances – you should check the relevant school's admissions policy and send any supporting evidence to the school direct. If the school is in another local authority area, check with the school where to send any evidence.
- Looked After Children (LAC) – please tell us if your child is cared for by a Local Authority (or is a previously LAC) and the name of that LA. See definition on page 14 of the Primary Education in Essex 2018/2019 booklet.

### Section 6 - Preferences

Please list your preferred schools in priority order, including any preferred schools that are outside Essex. Whilst the law gives parents the right to express a preference it does not guarantee a place in a particular school.

The law requires admission authorities to consider any reasons you give for your choice of preferred school, but your application will be assessed against the admission criteria (such as sibling link or distance from school). Other reasons you may give cannot generally override this. Some schools give priority for admission to children of staff (check the policy of the school). Please tick the box next to the school name if this applies.

### Section 7 - Siblings

- Siblings - please identify if you have an older child at any of your preferred schools or partner junior schools.

### Section 8 - Declaration

The form must be signed and dated by a person with parental responsibility for the child, confirming that you have read the booklet and notes of guidance. Unsigned forms cannot be accepted and will be returned.

**The form MUST be received in the School Admissions office by 15 January 2018:  
School Admissions, Essex County Council, P.O. Box 4261, Chelmsford CM1 1GS**

**DO NOT RETURN THIS FORM TO A SCHOOL**



# Primary School Admission 2018 Common Application Form

Deadline: 15 January 2018

The purpose of this form is to apply for a Reception school place for a child to start school in the academic year 2018-19. It should not be used for any other purpose.

## Section 1 Pupil Details

Pupil Surname

First Name(s)

Date of Birth  Male  Female

If this child has been known by another name please enter it here

For office use only  
ID NUMBER

## Section 2 Home Address

House Number  House Name

Street  Village (if applicable)

Post Town  Postcode

## Section 3 Parent/Carer Details

Mr/Mrs/Miss/Ms  Initial  Surname

Home Telephone No.  Work Telephone No.

Mobile Telephone No.  Relationship to child

Email address

## Section 4 Moving House

Day Month Year

Fill in this section if you are moving house. When are you moving?

What will your new address be?

House Number  House Name

Street  Village (if applicable)

Post Town  Postcode

You must inform us immediately if there are any changes to these plans.  
You must provide evidence of your new address as soon as you have it.  
If the move is due to a new posting as Service or Crown Servant Personnel please tick here.  Please provide evidence of your posting with this form.

## Section 5 Other Details

- a) Does your child have a statement of Special Educational Needs (or Education, Health and Care Plan)? YES  NO
- b) Are there any exceptional medical reasons why your child should specifically attend your preferred schools? YES  NO
- c) Is your child cared for by a Local Authority or is he/she a previously looked after child? YES  NO
- If yes, which Local Authority?



Essex County Council

## Section 6 Preferences

Please list below all your preferred schools in priority order, including any schools outside Essex.

**We strongly recommend you use all your preferences.**

The ranking of your preferences is confidential to the relevant Local Authorities and will only be shared with schools in the event of appeals.

You are not required to give reasons for your preferences, but where you do they will be shared with that school. Any reasons you give should relate to the published admissions policy for the school.

Preference	Preferred School	Reasons (optional)	Child of staff member
1st	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2nd	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3rd	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4th	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Remember to check whether you also need to complete a SIF (Supplementary Information Form) for any of your preferred schools.**

## Section 7 Siblings

Does your child have a sibling link for any of your preferred schools or partner junior school?

YES  NO  If YES please complete details below:

Name	Date of Birth	Year Group	School Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 8 Declaration

I confirm that I have read the information in the "Primary Education in Essex 2018/2019" booklet (available via [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)) and the notes of guidance for the completion of this form. I also confirm that the information I have given on this form is true and that I am a parent of this child.

Signed

Date

**The form MUST be received in the School Admissions office by 15 January 2018 at this address:  
School Admissions, Essex County Council, P.O. Box 4261, Chelmsford CM1 1GS**

**DO NOT RETURN THIS FORM TO A SCHOOL**

**You should receive an acknowledgement within 10 working days of sending your application form.  
Please contact School Admissions if it does not arrive.**

**Data Protection Act 1998** – The personal information collected on this form and information submitted with the application will be used by Essex County Council for the administration of school admissions and transport where appropriate. This information will only be shared with schools and other local public bodies for the purpose of applying their admissions policy and with the Department for Education. The Council may also use and share this data with other public bodies in connection with the prevention or detection of fraud or other crime. For more information on how Essex County Council processes personal data please see our website [www.essex.gov.uk](http://www.essex.gov.uk).

## Primary School Application Checklist

### HAVE YOU?

### TICK HERE

**Considered which schools you prefer by:**

**visiting?**

**looking at their brochure and website?**

**Considered how your child will get to and from school and read all the Education Transport Policy information?**

**Completed your application form and returned it to School Admissions to be received in their office by 15 January 2018?**

The date that School Admissions stamp on your application will be taken as the date of receipt. Therefore remember to leave 3 working days for post and 2 working days for hand delivering your application form to County Hall, Chelmsford.

To remind you of which schools you have applied for, list them here in order of preference:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Received your acknowledgement within 10 working days of sending your application form?**

**Received your offer letter by 23 April 2018?**

Note: offer letter will be sent by post on 16 April 2018.

**Lodged any appeal you wish to make within 20 school days of receiving your offer letter?**

Note: Deadline 15 May 2018.

**This information is issued by**

Essex County Council, School Admissions.

You can contact us in the following ways:

**By email:**

admissions@essex.gov.uk

Applications using the online system are welcome.

Visit our website: **essex.gov.uk/admissions**

**By telephone:**

0345 603 2200

**By post:**

School Admissions

Essex County Council

PO Box 4261

Chelmsford

CM1 1GS

Sign up to Keep Me Posted email updates on topics you want to hear about at: **essex.gov.uk/keepmeposted**

Follow us on  **Essex\_CC**

Find us on  **facebook.com/essexcountycouncil**

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

Published September 2017.