



Admissions Policy

March 2019

Date of review: March 2020

MERSEA ISLAND SCHOOL

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It is the policy of the school to accept any pupil living on Mersea Island, whose parents request a place, subject to a place being available. The geographical situation of the school on a tidal island some miles distant from any other school necessitates this policy. The Governing Body will take every step to increase the teaching area at the school by additional building development to meet the existing and future needs of the community it serves.

ADMISSIONS – from JANUARY 2019 onwards

Procedure for Admission of Nursery Pupils

Admission will be by application through the school office. We have capacity for up to 48 children aged from 2-4 years old. It is advisable to place your child on the waiting list well in advance of their second birthday.

- Non-funded places are available
- Nursery offer funded places in accordance with the Code of Practice for Early Years and Childcare Providers.
- In the event we are full, we hold a waiting list and take into account the following:
 - The age of the child, with priority given to children who are eligible for the free entitlement, including eligible two year olds.
 - The length of time on the waiting list.
 - The vicinity of the home to the setting.
 - Whether any siblings already attend the setting.

Failure to comply with the terms and conditions may result in the provision of a place being withdrawn.

Procedure for Admission of Reception Pupils

The Annual Admissions Number from September 1st 2019, will be 60.

Pupils who reach their 4th birthday on or before 31st August will be admitted to the school, without reference to ability or aptitude, at the start of the following autumn term. Pupils may attend part-time or full-time until reaching statutory school age, when full-time is obligatory. Attendance part-time is for a minimum of five sessions per week.

Pupils with Education and Health Care Plans pupils whose statement of special education needs names this school will be admitted irrespective of the admissions criteria outlined in this policy.

Admission will be by application through the co-ordinated Primary Admission Scheme operated by Essex County Council. Applications are made online at www.essex.gov.uk/admissions. Information on closing dates for applications for admission in September 2019 will also be available from this website.

Essex County Council will allocate places in accordance with the Admissions Policy.

The County Council will send out offers of places at all schools in early May to all pupils living within Essex.

Over Subscription

Where applicants 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:

- a. where the child is in the care of the local authority, or any previously looked after child who has is no longer in care through adoption, a residence order, or special guardianship order.
- b. where the child has a sibling or sibling link*, attending the school at the time the place is offered, excluding those in Year Six who will have left the school by the time of admission.
- c. where the child resides on Mersea Island and thence by the proximity of the child's home to the school, with those living nearer being accorded the higher priority. (Distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the distance from the home address to the school.)
- d. where the child resides within the catchment area and thence by the proximity of the child's home to the school, with those living nearer being accorded the higher priority. (See c) for calculation of distances)
- e. where there are medical grounds (supported by doctor's certificate) for admitting the child.
- f. all other applications.

Where the number of applications for places exceeds those available, the school will hold a waiting list.

Details of admissions arrangements and appeals for the current year are available from the school office. Parents have a statutory right to an independent appeal panel if their request for admission is refused and they wish to appeal.

From September 2001, regulations came into force restricting the number of pupils in any class at KS1 to **30**. It is the policy of the Governing Body to achieve a maximum of 30 pupils to a class at both Key Stages whenever practicable.

* Sibling Link Definition – 'A child living in the same family unit, in the same family household and address'.

Waiting Lists

The school maintains a clear, fair and objective waiting list until at least 31 December of each school year of admission. Each time a child is added it is required that the list is ranked in line with the oversubscription criteria (see above). Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

Deferred entry

The parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents considering deferring their child's entry should contact the school to discuss this further and then make a request to Essex County Council as the admitting authority for their approval, setting out all necessary evidence to support this request.

Late Applications

Applications for a place in Early Years submitted to Essex County Council after the closing date, which in the view of the admitting authority could have been completed on time, will be accepted but treated as late applications. Late applications will only be considered after all on time applications have been considered and the initial allocation of places has been made (April).

Admission arrangements for a place in the EYFS outside the normal admissions round and applications for a place in EYFS to year 6 during the current academic year.

Parents expressing a wish for their child to be considered for a place in the school during the academic year in progress may apply to Essex County Council at any time. A mid-year primary application form needs to be completed. Where there is a vacancy a place will be offered. In the event of the year group being full Essex CC will inform parents in writing that their application has been unsuccessful and advise them of their right of statutory appeal.

This policy was agreed by: The Governing Board of Mersea Island School
Date: March 2019