



Beckers Green  
Primary School

# Admissions Policy for 2025-26

Approved by governing body  
Review Date: February 2025

## **ADMISSIONS POLICY**

This policy will apply to all admissions from 1<sup>st</sup> September 2025, including in year admissions. It will be used to allocate places for September 2025 as part of the main admissions rounds for EYFS.

Applying for a Reception child for September 2025

Applications for a school place must be made via Essex County Council. Applications should be made online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or by downloading and completing the paper "Primary School Admissions 2025" form on the website. If you do not have internet access, you can request a form by calling 0845 603 2200. Please apply either online or by paper, but not both.

If you would like to come and visit the school and meet the Headteacher before you make your application to Essex County Council, then please contact 01376 322687 to book an appointment.

### Admissions criteria

The published admission number is 45. The academy will accordingly admit 45 children each year to the Reception classes if sufficient applications are received. All applicants will be admitted if fewer than 45 apply. There is no guarantee of a place for children living in the priority admission area.

Children with an Education, Health and Care plan (EHCP) that name the school on the plan are required to be admitted to a school regardless of their place in the priority order.

### Oversubscription criteria

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked after Children (defined as 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)
2. Children living with a sibling\*\* attending the school
3. Children living in the priority admission area
4. Remaining applications

\*\* Siblings are defined as children with a brother or sister (or stepbrother/sister) living at the same address who attends the preferred school at the time of application and with a reasonable expectation that the brother or sister will still be attending at the time of admission. If the last child to be offered a place is a twin and their sibling cannot be offered initially, the school will ensure both twins are offered a place. In the case of triplets or multiple births, if the majority of children can be offered a place, then a place will be made available for all.

*In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.*

### Priority admissions area

The Essex County Council website provides a tool which can be used to check whether a specific address sits within the priority admissions area of the school. Distance will be used to prioritise applications within and between categories 1-4. Straight line distance will be used for calculations. All straight-line distances are calculated electronically by the LA using data provided jointly by the Post office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and school and provides the address points between which the straight-line distance is measured. Distances are reported in miles to three decimal places in the first instance. In the unlikely event of two applicants with an identical distance

competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by a member of the Academy Trust not associated with admissions, with the exception of twins, triplets etc.

### Waiting lists

Where the school is over-subscribed, the school will operate a waiting list and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it and will be held for the academic year.

### Applications made after the start of the Autumn term

All enquiries for school places outside the normal admission round, whether in year or at the start of the school year, which is not a normal point of entry to the school, should be made to the school directly by email to [admin@beckersgreen.essex.sch.uk](mailto:admin@beckersgreen.essex.sch.uk). For applications into existing year groups, a place will be offered when the number of pupils is below the admission number for that year group. If the relevant year group is full, a waiting list will be held by the school.

### Appeals against admission decisions

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Headteacher, Beckers Green Primary School, Beckers Green Road, Braintree, CM7 3PR for further information about appeals. Appeals must be lodged within 20 days of the date of the notification letter.

### **Admission arrangements**

<b>A child within the Date of Birth range</b>	<b>Will start school</b>	<b>Will Attend</b>
01 September – 31 August	September – Full time	All day

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.

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.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Where parents chose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term. Where a parent of a summer

born child (1<sup>st</sup> April - 31<sup>st</sup> August) wishes their child to start school in the Autumn term following their fifth birthday, they will need to apply for a school place at the correct time for the normal admission round the following academic year. Evidence would need to be submitted from professionals working with the child and family to explain why a child would need to be placed in the Reception class, not the child's normal age appropriate cohort. Beckers Green Primary School will decide if an application for a Reception place would be accepted or whether it will be treated as a Year 1 application.

#### Admission to Beckers Green Primary School

For children joining our school in September, there will be a series of meetings arranged during the Summer Term including home visits , visits to your child's nursery or pre-school if applicable and Round Robin Meetings, where various members of the school community will talk to you about general issues/concerns. Arrangements are made for your child to visit the school during the Summer Term on several occasions so that everything is familiar to them before joining in September.

For children joining us during the school year, as soon as a place has been confirmed, you should contact the school, in order to make arrangements for a visit to discuss any specific arrangements for your child.