



279 Roman Road, Mountnessing, Brentwood, Essex, CM15 0UH  
(A member of the Mid Essex Anglican Academy Trust)

Tel: 01277 353160

Headteacher: Mrs. H. Obank  
Chair of Local Board: Mrs. S. Hedley-Barnes

email: [admin@mountnessing.essex.sch.uk](mailto:admin@mountnessing.essex.sch.uk)  
website: [www.mountnessing.essex.sch.uk](http://www.mountnessing.essex.sch.uk)

## **Mountnessing Church of England Primary School Admissions Policy (2019/2020)**

This Policy should be read in conjunction with the Mid Essex Anglican Academy Trust Admissions Policy and Essential Information for Parents (which is appended to this document).

The number of places for children to be admitted in the following September will be determined by the Governors and published at least 12 months prior to the closing date for applications. There will be 15 places offered for the academic year 2019/2020.

Applications must be made by the Statutory Closing Date of 15<sup>th</sup> January, as published in the Primary Education in Essex Booklet.

All admissions are made through the local authority. This means that parents need only complete one application form that is submitted to the local authority planning and admissions office. Places will be offered on the basis of the following criteria in order of priority to children:

1. Looked After Children and previously looked after children
2. Children with a sibling attending the school
3. Children living in the priority admission area
4. Remaining applications.

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

Exceptional medical circumstances (supported by medical evidence) might override the above. For further information please visit [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

If there are too many applicants in any category (oversubscription), places will be offered to children who live nearest to the school, using Essex LA measurements and methodology as defined in the Essex LA booklet referred to above from the child's home to the school.

The residency (home address) of applicants will be subject to checks according to Essex LA procedures. If a school place is secured through false information regarding a home address, the place offered may be withdrawn.

Applications for places at the school in subsequent years must be made via the child's home Local Authority. Children will be admitted if they fulfil the above criteria and if there are places available within the number determined by the Governors for the relevant year.



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### ESSENTIAL INFORMATION FOR PARENTS

**The governing Body will treat all admission applications in the strictest confidence and politely request that parents also respect this confidentiality. Information will be held in compliance with the relevant legislation.**

Parents wishing their child to attend Mountnessing Church of England Primary School should apply in accordance with the co-ordinated admissions scheme operated by the child's home Local Authority. Parents of children resident in Essex should apply to:

Essex County Council  
School Planning and Admissions  
PO Box 4261  
County Hall  
Chelmsford  
CM1 1GS

### **Looked After Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in 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).

### **Children with statements of special educational needs**

Children with statements of special educational needs or an Education, Health and Care Plan (EHCP) that name the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order.

### **Age of Admission**

Mountnessing CE Primary School's policy is that children born on and between 1 September 2014 and 31 August 2015 would normally commence primary school in Reception in the academic year beginning in September 2019.

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





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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.

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.

Where parents choose 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 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted. The admissions committee will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

### 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 copy of a tenancy agreement can be provided by 2 February 2019. 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. Where this is the case, the application may be processed on the basis of that address and proof of address and residence arrangement will be required with the application. The child must be living with the 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).

### Distance tie breaker

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 above. Straight line distance is measured from the address point of the home address to address point of the school. Distances



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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 school the place will be offered to one applicant on the basis of lots drawn by member of the governing board, who is not a parent governor and not involved in admissions, with the exception of twins, triplets etc.

### Address checking

Where residency is relevant to an application for a school place, the LA will 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 6 months (gas, electricity, water or landline phone)

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 may withdraw the place offered.

### 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 a 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, perhaps because they are working abroad at the time of application but they intend to take up residency at the Essex home before the start of the autumn term, the application will be processed using the Essex address. 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 an endorsed passport or entry visa will be required with the application.

### Siblings

For applications made in the normal admission round 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 or partner school in any year group excluding the final year. Biological 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 a 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





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address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

### **Twins, Triplets etc.**

For applications made 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 children. 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 children. 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 a place would not normally be offered for all.

### **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.

### **Waiting lists**

The LA will hold waiting lists for all oversubscribed schools until 31 December 2019 and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place directly with Mountnessing Primary School.

### **Late Applications**

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. No application/preference received after 2 February 2019 will be treated as on time. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional. No change to the rank order of existing preferences will be accepted after the closing date except for changes of address and no such changes will be permitted after 2 February 2019 until after the first round of offers has been made on 16 April 2019. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 16 April 2019. Where a school is oversubscribed late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school. All late applications will be considered by the LA to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Where a school is oversubscribed late applications received after the first round of offers on 16 April 2018 will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Any new applications or change requests received after 2 February 2019 will be held and not considered until after the first round of offers on 16 April 2019.



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### **Admission Outside of the 'Normal Age Group'**

Parents may seek a place at a school outside of a child's normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request must be made in writing with an application setting out clearly the reasons, with any supporting evidence from relevant professionals such as teachers or doctors. Each such case will be considered by admissions governors on an individual basis. The views of the Headteacher of the school(s) at which the place is requested will be sought. There is no guarantee that a request for a place outside of a child's normal age group will be agreed.

### **Applications made after the start of the autumn term**

On receipt of an application after the start of the autumn term the LA will contact the school in writing for the up-to-date numbers. If there are spaces in the year group an offer will be made or if not a refusal will be sent and the right of appeal given if it was a first application for the year group. Unless there is a significant and material change in circumstances a second application received in the same academic year does not have to be determined by the LA and no second right of appeal will be given. When there are more applications, received 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. There is a process in place that considers parents continued interest in a place at an oversubscribed school. Details of the process will be available to parents who have applied and been refused a place after the start of the autumn term.

### **Appeals against admission decisions**

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Appeals are heard within the time frame set out in the School Admissions Appeals Code. Information about how to appeal against a refusal of a school place will be sent with the offer pack.

**Standard Admissions intake is 15.**