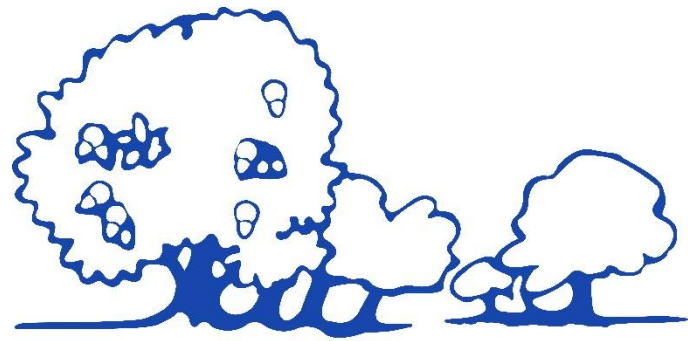




Chase Lane

Primary School and Nursery

ADMISSIONS POLICY

Our school promotes perseverance, resilience and mutual respect. Working in partnership with families, we ensure that all children are given the best opportunities throughout their educational journey. Children at Chase Lane embrace challenge and make the best possible progress to enhance their life choices in an ever changing, diverse modern Britain.

October 2025

<i>Title:</i>	Admissions Policy
<i>Function:</i>	Information and Reference
<i>Subject Category:</i>	Management
<i>Audience:</i>	Staff, Parents and Governors
<i>Date of Review:</i>	October 2026
<i>Member of Staff Responsible:</i>	Headteacher

Admissions Policy

Applying for a school place

This policy should be read in conjunction with the booklet 'Primary Education in Essex' produced annually by Essex County Council and available from LA, Planning and Admissions Department; School Admissions, Essex County Council, PO Box 4261, County Hall, Chelmsford, CM1 1GS, email: admissions@essex.gov.uk Essex has introduced a coordinated admissions scheme and you must apply on the Common Application Form for Essex Schools. (www.essex.gov.uk/admissions) For advice please contact us on 0345 603 2200

Admission of Pupils

- The maximum number of pupils admitted to each Year Group (PAN – Published Admission Number) will be: 60
- For entry into Reception an application should be made to the LA in the previous academic year. The closing date for applications is published in the 'Primary Education in Essex' booklet available every October from Planning and Admissions. Applications after that date will only be considered after those that were made by the closing date.
- For entry into other year groups an application should be made to the Local Authority. If there are more applications than places available, the over-subscription criteria, below, will be applied to decide between applications. If the appropriate year group is at or above the admission number of 60 then the application will be refused.

Over –Subscription

In the event of over-subscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (as defined in Primary Education in Essex booklet).
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 the straight-line distance from home to school, those living closest being given the highest priority.

Exceptional medical circumstances, supported by medical evidence, may override the above (Other than Looked After Children and previously looked after children).

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 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).

The school will hold a waiting list should places be unavailable at the time of application. This list will be maintained in the order of the admission criteria set out above and places will be offered as they become available.

Age of Admission / Deferring Entry into School

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, 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, Chase Lane 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 Chase Lane 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 must be submitted. The County Council 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.

***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 address as a child who attends 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.

Waiting lists

School Admissions will hold waiting lists for all oversubscribed schools until the end of the autumn term 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.

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. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers. Where a school is over-subscribed 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 Local Authority 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 over-subscribed late applications received after the first round of offers. will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Appeals against admission decisions

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer pack. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX