



Admissions Policy 2027/28

Date: December 2025

Admissions Policy

1 Making an Application

- 1.1 NET Academies Trust 'the Trust' is the admissions authority for Harlowbury Primary School 'the Academy'. During the normal admissions round, Essex County Council (local authority) operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form submitted to the child's home local authority.
- 1.2 Outside of the normal admission round the Trust manages these directly. Further details on how to apply can be found below.
- 1.3 Prior to starting school, the academy will conduct a home visit to meet the child in their home environment.

2 Published Admissions Number (PAN)

- 2.1 Harlowbury Primary School has a PAN of 60 for entry into Reception for 2027-28. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 All children who have an EHCP that name the Academy will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than the number of places, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or a previously looked after child;
 - (a) 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.
 - (b) A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- (2) Children of staff at the school – where the member of staff has been employed at the school for two or more years at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (3) Children who have a sibling who attends the Academy at the date of admission. 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister;
- (4) Children whose home address is within the catchment area of the Academy, with priority given to those children that live nearest to the Academy by distance;
- (5) Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

- 4.1 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.2 'Distance' means the straight line distance from home to school. Straight line distances are calculated by Essex County Council as described in the Primary Education in Essex booklet.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

7 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

8 Mid-year Applications

- 8.1 Details on how to apply for a place outside of the normal admissions round can be found on the Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria in section 3 of this policy.
- 8.2 Prior to starting school, the academy will conduct a home visit to meet the child in their home environment.

9 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;

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- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

10 Pupils Below Compulsory School Age

By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday, which is when a child reaches compulsory school age. The Academy offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

Parents may defer their child's admission to the Academy until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made. In these cases, the place offered to the child will be retained.

In the case of summer-born children (i.e. those born between 1 April and 31 August, parents may delay entry for a full year until their child reaches compulsory school age, however any place offered will be withdrawn and the parents will have to re-apply for admission the following year in the usual way. That application would be for Year 1, unless a request for Reception Year outside normal age group had been made and agreed.

A parent has the right for their child to be admitted on a part-time basis during the Reception year but not beyond the point that they reach compulsory school age. This can be combined with deferral, if desired (e.g. deferral and then part-time attendance).

11 Requests for Admission Outside Normal Age Group

Parents may request that their child be admitted outside normal age group, to a year group below or above; whether this is granted is at the discretion of the Trust.

The request must be sent in writing to the Local Authority setting out the reasons and attaching any supporting documents the parent would like considered. The request will be considered in line with paragraphs 2.18 to 2.20 of the School Admissions Code 2021.

12 Enhanced Provision - Speech and Language

Harlowbury Primary School is currently accepting applications for pupils on early interventions places at termly panels. Further details are available from the school directly or on the website.

13 Approval and Review

This policy approved by the Board in December 2025.

The policy shall be reviewed annually to ensure its continued effectiveness and compliance with the law and regulations.