



Admissions Policy 2025/26

Date: December 2023

Admissions Policy

1 Making an Application

- 1.1 NET Academies Trust 'the Trust' is the admissions authority for Longwood Academy '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.
- 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 Longwood Academy has a PAN of 60 for entry into Reception for 2025-26. 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 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;
- (3) Children of staff of the Academy who have been recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a child or step-child, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;
- (4) Children whose home address is closest to the Academy, with priority given to those children that live nearest to the Academy by distance;

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- (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 Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing at to the local authority at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the Head of School will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 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.

8 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.

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9 Mid-year Applications

- 9.1 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.
- 9.2 Prior to starting school, the academy will conduct a home visit to meet the child in their home environment.

10 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;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

11 Approval and Review

- 11.1 This policy approved by the Board in December 2023.
- 11.2 The policy shall be reviewed annually to ensure its continued effectiveness and compliance with the law and regulations.