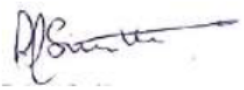
TEMPLEFIELDS
MULTI-ACADEMY TRUST (TMAT)

Fawbert and Barnard's Primary School
Harlowbury Primary School
Tany's Dell Primary School

ADMISSIONS POLICY 2026-2027

POLICY FIRST ADOPTED AND RATIFIED BY THE TRUST	**December 2018**
POLICY TO BE REVIEWED ANNUALLY OR AS REQUIRED	

Signature: 

Date: October 2024

Name: **Robert Smith**

CHAIR OF TRUST

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at one of our schools
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, each school within Templefields Multi-Academy Trust is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round, please go to the online admissions form at…

https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx

You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from Essex County Council.

Please note, pupils already attending the Tany's Dell Nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Enhanced Provisions at Harlowbury and Tany's Dell

Speech and Language

Harlowbury 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.

Deaf Provision

Please see Tany's Dell school admissions policies for pupils wishing to gain access to the Enhanced Provision for deaf pupils at Tany's Dell Primary School.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

Each school has an agreed admission number of pupils for entry in the Reception Year

- Fawbert & Barnard's Primary School 30 pupils
- Harlowbury Primary School 30 pupils
- Tany's Dell Primary School 60 pupils

6.2 Oversubscription criteria

If the school is not oversubscribed, all applicants will be offered a place.

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked after children (including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted) who apply for a place at the school.
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. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Priority will next be given to pupils living in the school's catchment area
5. Remaining applications

6.3 Waiting Lists

If there is no space available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Waiting lists are held until 31 December of each school year of admission and each child added will require the list to be ranked again in line with the published oversubscription criteria listed in section 6.2 of this policy.

7. In-year admissions

You can apply for a school place for your child at any time outside the normal admissions round by completing the school's application form and sending it directly to them. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Waiting lists are held until 31 December each year and parents should contact the chosen school if they wish to remain on these.

Please complete the Online Mid-Year application form available on each school's website admission page and return to the school you are seeking admission for.

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8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you should complete the online appeal form…

https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Appeals.aspx

9. Monitoring arrangements

This policy will be reviewed and approved by the Templefields Multi-Academy's Board of Trustees every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the local governing board will publicly consult on these changes.

Mid-Year Application for a Primary School Place at the following schools:

- Fawbert & Barnard's Primary School
- Harlowbury Primary School
- Tany's Dell Primary School

You should **not remove** your child from their current school until a place has been secured elsewhere.

Section 1 – Pupil details

Pupil surname		
First name(s)		
Date of birth	Year group	Male ☐ Female ☐
Current school (or last school attended)		
Town and postcode of current school		
Is the child still attending? Yes ☐ No ☐	If no, last date of attendance	
If the child is known by another name please add it here		

Section 2 – Home address

House number or name	Street	
Village	Post Town	Postcode

Section 3 – Parent/carer details

Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to child		Home phone no.
Email address		Mobile phone no.

Section 4 – Reasons for change of school

a) Preferred date of admission			
b) If you are moving into the area, date of move			
New address if different to Section 2 (please attach copies of proof of address (e.g. Exchange of Contracts or signed tenancy agreement).			
House number or name	Street		
Village	Post Town	Postcode	
c) Have you discussed your reasons for wanting a different school for your child with your child's current school?		Yes	No
d) Has your child attended any other primary school?		Yes	No
If 'Yes' please give details:			
Name of school (1)		Date of leaving	
Reason for leaving:	Moved home	Permanently excluded	
Other (please give reason)			

Name of school (2)	Date of leaving
Reason for leaving: Moved home ☐ Permanently excluded ☐	
Other (please give reason)	

Section 5 – Other details

Is your child cared for by a Local Authority or is he/she a previously looked after child?	Yes ☐ No ☐
Does the child have an Educational Health Care Plan (previously known as a statement)?	Yes ☐ No ☐
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school's Admissions Policy)? If 'Yes', please attach supporting evidence from the child's doctor or other health care professional.	Yes ☐ No ☐

Section 6 – School preference

Please state your preferred school in the box below). You do not have to give reasons for your preference. Any reasons you give should generally refer to the admissions policy.
Preferred school
Reasons

Section 7 – Siblings

If you have another child at this school please enter their details below.	
Name	Date of birth

Section 8 – Other information

Section 9 – Declaration

I have read the notes of guidance for the completion of this form. I confirm that the information I have given is true and that I am a parent for this child.

Signed	Date

Please return this form directly to the school for which you are applying.

If you would like full details on how a school uses personal data, please visit the school website.
If you would like full details on how ECC uses personal data, please go to www.essex.gov.uk/privacy or call 03457 430430

Notes of Guidance on Completion of the Mid-Year Primary, Infant and Junior School Application Form

1. This form should be completed and then be sent directly to the Essex academy, foundation, or voluntary aided primary, infant or junior school that you wish to apply for. Contact details for every school in Essex can be found via the website www.essex.gov.uk/admissions using the "Admissions booklets" link.

2. You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a place for your child. To find out if there are places, you will need to contact the school(s) directly.

3. If you do decide to apply for more than one academy, foundation or voluntary aided school, you need to make a separate application on a separate form for each school.

4. Once you have sent your application to the school, the school must write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.

5. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date.

6. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website www.essex.gov.uk/admissions from the 'Submit an Appeal' link.

7. Applying from overseas – For non-UK citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.

8. If, having applied for a place, you do not manage to secure a school for your child (and you are living in the Essex County Council area* or have a confirmed move into the County), please contact School Admissions at Essex County Council on Tel: 0345 603 2200 for further support and advice. The email address for School Admissions is admissions@essex.gov.uk.

9. **Please remember – applications must be sent direct to the academy, foundation and voluntary aided school(s) in question and not Essex County Council.**

* If you live in Essex you will pay your Council Tax to one of the following Borough/District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.