



Bennet Canfield, Little Canfield, Dunmow, Essex, CM6 1YE

Admissions Policy

Published admission number (PAN) 2027-2028: 45

There is no guarantee of a place in the school. In the event of oversubscription, places will be allocated using the following criteria in the order given:

- 1. Looked after children and children who were** previously looked after but immediately after being looked after became subject to an adoption, a child arrangements order, or special guardianship order.
- 2. Children from within the priority admissions area (or PAA) with a sibling attending the school.** The definition of sibling is a brother or sister (sibling) or a step brother/sister living at the same address who will be on the register of the School for years R – 5 at the time of application and determination.
- 3. Other children from within the priority admissions area, or PAA.**
- 4. Children from outside the priority admissions area with a sibling attending the school.**
- 5. Other applicants.**

In case of oversubscription in each category, the child living closest to the school will be given priority for admission. Distance (using the local authority's agreed measuring criteria) is measured from the child's home (where they reside permanently) to the school in straight line. This will be proven by, for example, the address used to register the child with a GP or the address where the child benefit is paid to. If two children's homes are exactly the same distance away, then lots will be drawn and supervised by an independent person. If the child's time is split equally between two residences, the address of the residence closest to the school would be used to measure the distance between the child's school and home.

Definitions:

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, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes 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. 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 or an Education Health and Care Plan

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. The school will follow the accepted protocols in this regard which currently state that 1. Admission cannot be prejudicial to the education of the rest of the class and 2. The school must be able to meet the child's needs as outlined in the professional reports provided with the admission request managed by the Essex Local Authority SENCAN team.

Age of Admission

The Learning Partnership Trust adopts Essex County Council's policy that children born on and between 1 September 2022 and 31 August 2023 would normally commence primary school in Reception in the academic year beginning in September 2027.

As required by law, The Learning Partnership Trust provides 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 (at the school at which a place has been offered) then they are entitled to that full-time place.

Where the child has not yet reached compulsory school age, parents have the right to defer entry until later in the school year until the child reaches compulsory school age. 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 also have the right for their child to attend part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the school for further details to fully discuss what this option would entail.

When parents plan to defer their child's start date until later in the school year, they must still apply at the usual time for primary or infant school places.

Parents should speak to the schools they are applying for to discuss how they would like their child to be admitted. If parents choose to defer entry, The Learning Partnership Trust would reasonably expect that the child would start at the beginning of a new school term/half term.

Summer-born children 2028 entry

Where a parent of a 'summer-born' child (born between **1 April 2023 – 31 August 2023**) wishes their child to start school in Reception in September 2028 (instead of starting in the 2027-28 academic year) they will need to:

- Send an email to admissions@essex.gov.uk stating that they want a place from September 2028 and explaining why they want their child to start from then, rather than starting in the 2027-28 academic year.
- Name up to 4 schools that they are interested in.
- **They must attach an email or letter from the Headteacher of all the schools they are applying for. The email/letter from the Headteacher must give their view on the request. If it is not provided Essex County Council will not be able to process the request.**
- Attach with the email any supporting evidence.

When contacting the Headteacher in relation to such a request, the parent should provide supporting evidence such as a letter from the current nursery, a health professional etc. Parents should send all the above to the school as soon as possible but no later than **15th December 2026**.

Once this has been received the trust will decide whether an application for the Reception admission round for 2028 will be processed. There are no guarantees that a parent's request to delay their child's admission until September 2028 will be automatically agreed. The decision will be communicated to parents/carers on or before **11th January 2027** allowing time for an application to be made within the normal application procedure timings.

Parents are advised to make any such request as soon as possible because if their request is not agreed, they will need to make an application for the school year starting in September 2027, and the deadline to do this is **15th January 2027**.

Summer-born children 2027 entry

Parents with children born during the period **1st April 2022 and 31st August 2022** wanting them to start school from September 2027 **in Reception** (rather than Year 1) will need to do the following:

- Complete the 'Reception 2027' paper application form (which will be available from www.essex.gov.uk/schools-and-learning/schools/admissions).
- Attach a covering letter stating that they want a Reception place from September 2027 explaining why they want their child to start school in September 2027 (instead of starting in the 2026-27 academic year).
- **Attach an email or letter from the Headteacher of all the schools they are applying for. The email/letter from the Headteacher must give their view on the request. If this is not provided Essex County Council will not be able to process the request.**
- Attach any supporting evidence to the form and covering letter. Examples of evidence could include a letter from the current nursery, a health professional etc.

All of the above must be sent to Essex County Council by the closing date of **15th January 2027**.

When contacting the Headteacher in relation to such a request, the parent should provide supporting evidence such as a letter from the current nursery, a health professional etc. Parents should send all the above to the school as soon as possible but no later than **15th December 2026**. Once this has been received, the trust will decide whether an application for the Reception admissions round for September 2027 will be processed and the decision will be communicated to parents/carers on or before **11th January 2027**.

There are no guarantees that an application will automatically be agreed. Parents will be notified by Essex County Council whether their school preferences will be processed for Reception in September 2027. If they are, parents will be informed of the outcome on the National Offer Day of **16th April 2027**.

If any school preferences are not agreed to be processed for Reception in September 2027, parents will be informed.

If requests are not agreed and parents would still prefer that their child starts in September 2027, they would need to make a mid-year application in the Summer term 2027 for a Year 1 place at the relevant schools. The application will not be dealt with as a Reception application.

Applying for a school place

We strongly recommend that parents/carers read the Essex admissions booklet that is located on the [Essex.gov.uk website](https://www.essex.gov.uk). The application process is in accordance with the co-ordinated scheme for primary admissions and involves completion of the Common Application Form – either online or by paper. Offers of places will be sent out by the Local Authority on **16th April 2027**.

Closing date for applications

The closing date for applications is determined and published by Essex Local Authority annually. This will be **15th January 2027**.

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 to the Local Authority by the published date. 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; 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

All straight-line distances are measured from the address point of the home address to the address point of the school. Distances are reported in miles to three decimal places. In the unlikely event of two or more applicants with an identical distance competing for a single place at the school, in order to be fair, open and honest, the place will be drawn via anonymous ballot, by a person independent of the Trust.

Address checking

Where residency is relevant to an application for a school place, the School 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 School 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 School 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, 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 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 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.

Priority Admission Area

There is no guarantee of a place to children living in the priority admission area of a particular school. Details, including maps of priority admission areas are available on request from the school office.

Twins, Triplets etc.

For applications made in the normal admission round, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by the class size rules.

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

In the event of oversubscription, the school will hold a waiting list until the end of the autumn term and continue to allocate places from this list, if spaces become available. For mid-year applications or other year groups, a waiting list may be kept by the school for parents who wish to be informed when a vacancy arises, at their request.

Applicants will be ranked on the relevant waiting list in priority order, according to the school's admission criteria. The School will maintain a waiting list and make contact with them should a vacancy arise. Waiting lists are time-limited until the end of the academic year in which the application was received.

Late Applications

Late applications will be considered after those admitted on time, but will be offered a place if space remains. Where the school is oversubscribed, late applications will be refused and ranked according to the admissions criteria. These will be kept on a waiting list.

Applications made after the start of the autumn term

This applies if you want to change schools. You will need to apply directly to our school, using the application form available below. DO NOT apply to Essex County Council.



TLPT Mid Year
Application Form.doc

On receipt of an application we will respond to you within 10 school days. This does not include weekends or school holidays. In our response we will tell you whether we can offer a place or not. 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. A waiting list is kept by the school for parents who wish to be informed when a vacancy arises. In the case of more than one person being on the relevant class list the normal admissions policy criteria will then be applied. Waiting lists are time-limited until the end of the academic year in which the application was received.

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.