WISDOM~TRUST~FRIENDS

Birch C of E (VA) Primary School

ADMISSIONS ARRANGEMENTS September 2028-29

The Governing Body of Birch C of E (VA) Primary School welcomes applications from parents who live in the parishes of Birch, Great and Little Wigborough, Layer Marney, Layer Breton and Salcottcum-Virley, and others who wish their children to attend this School.

Parents wishing their child to attend Birch School as a Reception pupil must complete an online application form in accordance with current Essex County Admissions requirements. The form can be found at: www.essex.gov.uk/admissions and must be submitted to Essex County Council according to the online instructions. The Closing date for the applications and the allocation of places will be in line with the annual co-ordinated scheme administered by Essex County Council. Applications received after the stated closing date will be given a lower priority than all those received on time. All Late/Mid-year applications, once all places have been allocated, will be placed on the waiting list where they will be ranked according to the same criteria as apply to new applicants.

Children whose Education, Health and Care Plan names the school must be admitted

The Governing Body can admit 20 children each year, as agreed with the Local Education Authority, giving precedence to 'Looked After' children. In the event of there being more applicants than places then the Governors will have regard to the following criteria in this priority order.

1."Looked after" Children (LAC) Previously Looked After Children (PLAC) and Children Previously Looked after from outside England.

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 in accordance with the School Admissions Code 2021 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). 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.

2. Children whose home address* is in the parishes of Birch, Great & Little Wigborough, Layer Marney, Layer Breton and Salcott-cum-Virley.

***Home address - Applications will be processed on the basis of the home address or listed allocated address (as informed by Essex County Admissions) 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. 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, and 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).

3. Children who have a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address, who attends the school in any year group excluding the final year.

4. Children whose parents are involved* in the life of the Christian Church, of any denomination, for whom this is the nearest Church School. (References may be made to their own priest or minister).Parent should submit a Supplementary Information Form directly to the school to support their application.

*involved means attending worship on a minimum of 8 occasions annually for at least two years prior to the application

5. Children whose parents, although worshipping in another faith, wish them to attend a Christian school because of its specifically religious emphasis. Parent should submit a Supplementary Information Form directly to the school to support their application.

6. Children who have medical, pastoral, or social reasons for attending this school, which can be supported by professional evidence. An applying parent would be required to submit a 'Supplementary Information form' for such an application. The SIF can be found available to all on the Birch Primary school website. www.birch.essex.sch.uk

7. All other applications will be ranked on straight line distance from the school based on the distances listed on the information provided by Essex County Admissions team ranking list.

In each individual oversubscription criterion, **priority will be determined by distance**, calculated by the Local Authority* by use of a Geographical Information System which accurately measures the distance from the home address to the school.

If a school is undersubscribed, any parent that applies **must** be offered a place.

*For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described above. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home.

Biological siblings who attend the 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.

Parents wishing their application to be considered under criteria 4,5 or 6 need to complete a Supplementary Information Form [SIF] which is available from the school (and a copy can be found below) and must be returned to the school directly prior to the published closing date for admissions.

Age of Admission

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 (at the school at which a place has been offered) 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, 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 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 the individual school(s) 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. **The school would actively advise parents not to defer entry, if you wish to defer entry please contact the school.**

Once a child has reached the compulsory school age, the school will not generally consider requests for flexi-schooling, except in cases where there is an identified special educational need or disability where specialist provision cannot be met in the setting.

Admission of children outside their normal age group

The school will consider earlier admission for those children with additional needs where this can be supported with professional evidence. The school **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. They **must** also take into account the views of the head teacher.

A waiting list for Reception year applicants only will be kept by Essex County for one week after the start of the first term and the School will keep a waiting list until the end of the first term. The school held waiting list (For all year groups) is updated each academic year. Parents wishing for their child to remain on the waiting list are required to telephone or email the school to request that their child stay on the waiting list. If no communication is received then the child will be removed from the current waiting list at the end of each academic year.

Waiting List (Outside of reception admissions November-January-please refer to Essex.gov.for dates)

The school operates a waiting list, for applications that fall outside the reception admissions process. Priority must not be given to children based on the date the application was received, or the name added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Completed applications will be assessed on their ranking, and if required, in accordance with the oversubscription criteria.

Please see our website for the In-Year form

In Year (Mid Yr) Applications

Any parent wishing to apply for a place during the academic year (mid-year) should contact the school and complete the online application form on our school website www.birch.essex.sch.uk 'About us'/Admissions or please call 01206 330224 to request a copy via email. Application forms are a mandatory form in order to be assessed alongside our current policy.

Parents/Carers **must not** be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application.

The school co-ordinates the in year application process and therefore the school aims (wherever possible) to inform parents/carers with the outcome of their in-year application in writing or via email within 10 school days, via an official outcome.

Withdrawing an offer or a place

An offer of a place may be withdrawn by the school if the parent/guardian /applicant does not reply to requests for information within a reasonable time (10 school/working days). An offer may also be withdrawn if it is established that the offer was obtained through fraudulent or intentionally misleading

application. Where an offer is withdrawn on the basis of misleading information the application must be considered afresh.

Appeals

If your child is not offered a place at our school you have the right to appeal.

Guidance on how to appeal and submit an online appeal can be found under the Schools section of the Essex County Council website where you should follow links for Appeals. We would ask parents considering whether to submit an appeal to make direct contact with the school in the first instance.

A copy of the Schools Admissions Code September 2024/25 can be found on our website

Further information on schools Fair Access Protocols can be found on the link below

https://www.essex.gov.uk/admissions-booklets-policies-and-forms

Birch C of E (VA) Primary School
School Hill
Birch
COLCHESTER
Essex
CO2 0LZ

WISDOM~TRUST~FRIENDSHIP

Tel: (01206) 330224 E-mail: admin@birch.essex.sch.uk Website:www.birch.essex.sch.uk

Headteacher: Mrs Rebekah May

SUPPLEMENTARY INFORMATION FORM

*(To accompany an Admission application if required, not compulsory)

Child's Full Name:……

Date of Birth:……

Parent/Guardian 1. Full name/s:……

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Parent/Guardian 2. Full name/s……

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Address/es of Parent/Guardians (Please state if there is more than one address)…….

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Name of Church/Chapel or place of worship:……

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Name of Priest/Minister/Faith Leader in Charge:……..

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I certify that this family are active members of our worshipping community and attend church/chapel/place of worship at least eight times annually for at least two years prior to this application.

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School Hill
Birch
COLCHESTER
Essex
CO2 0LZ

Tel: (01206) 330224 E-mail: admin@birch.essex.sch.uk Website:www.birch.essex.sch.uk

Headteacher: Mrs Rebekah May

Signature of Priest or Minister in charge:……

If there are any social, medical or pastoral reasons for your child to attend Birch Church of England (VA) Primary School please give your reasons below. This application should also be supported by statements from the relevant professional (s) involved with your child:

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Signature/s of Parent/Guardian/s:……

Date of Application……..