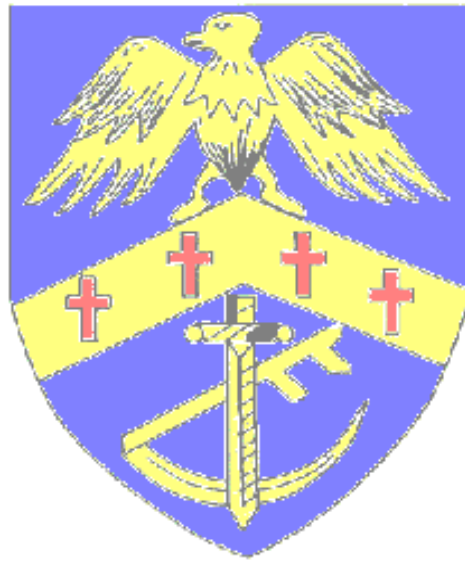


# SUNNYMEDE JUNIOR SCHOOL

## ADMISSIONS POLICY 2018-19



**To be reviewed annually**

# Record of Policy Review

## Admissions Policy

Review date	Headteacher's signature	Chair of Governor's Signature
November 2016		

Parents who wish their children to attend Sunnymede Junior School must apply in accordance with the co-ordinated admission arrangements published by Essex County Council in the Primary Education in Essex booklet. Applications for a place at the school will be handled in accordance with the co-ordinated arrangements set out in the booklet.

Pupils will be admitted to the school without reference to ability or aptitude.

The published number to admit in each year group is 64.

Where a child has a statement of Special Educational Need / EHCP and Sunnymede Junior School is the named school, then the child will be admitted.

There is no guarantee of a place for children living in the priority admission area.

Where applications exceed the number of places available, the following criteria will be applied in the order given, to decide which children to admit:

1. Looked After Children and previously Looked After Children (as defined below and set out in the latest edition of the Primary Education in Essex Booklet )
2. children attending the partner infant school (where a place is formally requested by the closing date)
3. Children living in the priority admission area with a sibling attending the school or partner infant school at the time of entry
4. Other children living in the priority admission area
5. Children living in the geographical area of Billericay (as defined on the map available at the school) with a sibling attending the school or partner infant school at the time of entry
6. Other children living in the geographical area of Billericay (as defined)
7. Children living outside the geographical area of Billericay (as defined) with a sibling attending the school or partner infant school at the time of entry
8. Remaining applications

\*\* LA sibling definition = a child living in the same family unit and at the same address who is a brother, sister, step-brother or step-sister, half -brother or half sister

### **OVERSUBSCRIPTION**

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school with those living closest being given highest priority. Straight line distances will be calculated using address point data on a computerised Geographical Information System (GIS).

### **EXCEPTIONAL MEDICAL CIRCUMSTANCES**

Exceptional medical reasons may override other admission criteria if supported by robust medical evidence. Details can be found in the most recent version of the *Primary Education in Essex booklet*.

### **YEAR 3 ADMISSIONS**

Where a parent of a pupil from Sunnymede Infant School intends for their child to transfer to Sunnymede Junior School, they must register their child in the Y2/3 Transfer File located in the Junior school office. This must be completed by the closing date outlined in a letter that all Y2 parents at the Infant school will receive from Essex County Council advising them of the procedures.

Application for admission into Year 3 for pupils not in attendance at Sunnymede Infant School must be made on the Primary Schools Common Admission Form and sent to Essex County Council to arrive by the closing date stated in the Primary Education in Essex booklet.

### **ANY OTHER ADMISSIONS**

For any other admissions to the school, an application should be made directly to Essex County Council using the 'In-Year Application form, which is available from Essex County Council [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

Where applications for admission exceed the number of places available for the given year group, the above admissions criteria will apply.

### **LATE APPLICATIONS**

Applications for Year 3 received after the published closing date will be treated as late. Late applications will be given a lower priority and will be dealt with after all on time applications.

### **WAITING LIST**

In accordance with the co-ordinated admissions scheme published by Essex County Council, in the event of oversubscription for applications for Year 3 the Local Authority will hold a waiting list until the end of August. Thereafter, the School will hold their own waiting list until the end of the Autumn term.

Late applications for Year 3 and waiting lists will be handled in accordance with the co-ordinated admissions scheme operated by ECC as published in the Primary Education in Essex booklet.

### **APPEALS**

If, due to over subscription, the School is unable to offer a place to a child, the parents/carers will be given information on how to appeal against that decision. Parents have the right to appeal to an independent statutory Appeals Panel.

### **VISITS TO THE SCHOOL**

Informal visits to the school to view facilities and discuss your child's education are welcomed.