Priory Primary School

Admissions Policy

Approved by	Date	Next Review Date
FGB	Autumn 2023	Autumn 2024
FGB	26th November 2024	Autumn 2025
FGB	Autumn 2025	Autumn 2026
FGB	Autumn 26	Autumn 27

1. Aims

1.1. The aims of this policy are to give clear guidance to parents and carers as to the procedures and criteria for admissions to Priory Primary School.

2. Applications

2.1. All admissions to Priory Primary School are dealt with by Essex County Council Planning & Admissions. Detailed information as well as application procedures are available on the department's website: https://www.essex.gov.uk/schools-and-learning/schools/admissions/primary-school-places All telephone enquiries should be made on 0345 603 2200. Email should be sent to: admissions@essex.gov.uk

3. Admission to Year 1 to 6

3.1. For children in Years 1 to 6, applications may be made to ECC Planning & Admissions at any time during the year.

3.2. Parents are welcome to contact the school directly to enquire if any places are known to be available.

4. Admission to Early Years Foundation Stage

4.1. For children wishing to start in the Early Years Foundation Stage (also known as the Reception year) applications must be made via ECC Planning & Admissions.

4.2. Applications for the forthcoming academic year must be made by the preceding January. Precise deadlines are published on the Essex County Council website and are available from the school office.

4.3. All children have the legal right to full-time schooling from the September after the child's 4th birthday.

4.4. Parents may opt to:

• Defer the starting date for full time schooling up to the start of the term after their child's 5th birthday;

• Request part-time schooling for their child up to the start of the term after their child's 5th birthday.

5. Admissions Criteria

5.1. Children are allocated places at our school in the following priority order:

1. Children whose legal position makes them priority admissions;

2. Children with a sibling attending the school;

3. Children living within the school's priority admission area;

4. All remaining applications.

There is no guarantee of a place at our school for any child because they live in our school's priority admission area.

Should there be more applicants than available places within any of the categories 2 – 4 above, then priority is determined by straight-line distance from home to school, those living closest being given the highest priority.

6. Appeals

Parents who are unsuccessful with their applications may appeal and information about this process is available from ECC Planning & Admissions.