The Brickfields Trust

Lawford Mead Primary & Nursery School

Admissions Policy Statement 2025-2026

Policy approved by trustees March 2024

Policy Aims
The purpose of this policy is to;

- Explain how to apply for a place at the school
- 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
- Ensure that all school places for our academy are allocated and offered in an open and fair way.

Legislation and statutory requirements
As an academy our academy trust is the admission authority. This policy complies with our funding agreement and articles of association

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

School Admissions Code 2021
School Admission Appeals Code

As an academy, the school 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 & Framework Act 1998.

Definition clarification
This policy uses "school days" as a measure as to when parents/carers should expect to receive a response. School days refer to weekdays within term time and do not include, school holiday dates, weekends or bank holidays. Applicants should refer to the school website for term dates as these may differ to those set by the Local Authority.

Overview
Full information about the procedures for applying for a place for your child at this school can be found in the "Primary Education in Essex – a guide to starting primary education booklet" which is available from the Essex Local Authority during the Autumn term. This explains in full the application process and answers any questions that parents may have relating to the admissions process. This document also includes the annual timetable for primary school admissions, information about Essex schools, how to make an application, and how to appeal if your application for your highest preference school is not successful.

All parents who are seeking a Reception place at our Academies, must apply to the council in which they live. This may not necessarily be the council in which the school is located. This is done by completing the relevant Application Form available from each Local Authority. Primary school admissions are fully co-ordinated across the country. This means that you only need to fill out one form for the Local Authority that you live in, even if some/or all of your preferred schools are outside of the Local Authority that you live in.

Applications can be made online from November to January. Parents may apply for up to four schools in preference order. The application form must be submitted to the relevant Local Authority before the January deadline. In April, following National Offer Day, parents will be sent one offer of a place at the highest preference school that can be met. If none of the preferences can be met a place will be offered at the nearest school to the child's home address with space available. For primary schools, National Offer Day is 16th April, or the next working day if this falls on a weekend.

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.

This statement is our admissions policy and supersedes any previous statements issued.
This statement has been drafted in consultation with our Trustees and other stakeholders in line with the Statutory School Admissions Code 2021.

Admission Arrangements for 2025-26

The school has an agreed admission number of 60 pupils for entry in year Reception. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

School Name: DfE Number:	Lawford Mead Primary Academy 881 2127
Published Admission number 2025-2026	60

If the school is oversubscribed, after the admission of pupils with and Education, Health Care Plan (EHCP) where the school is named in the plan, priority for admission will be given to those children who meet the criteria set our below, in order:

1. **Looked After Children and all previously 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 including those 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 (see the definition in Section 22(1) of the Children Act 1989).

2. **Children living in the priority admission area with a sibling attending the school**

Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. **Other children living in the priority admission area**

4. **Children living outside the priority admission area with a sibling attending the school**

5. **Other applications**

Exceptional medical circumstances (supported by medical evidence) may override the above (other than Looked After Children).

Priority Admission Areas
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 School Admissions.

Parents who pay their Council Tax to one of the Essex district / borough councils are also able to check in which school's priority admission area their address is located (if any) using the online 'Priority admission (catchment) area finder on the Council's website www.essex.gov.uk/admissions

Oversubscription
In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

Distance tie breaker
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.

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.

In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by a member of the Board of Trustees not involved in admissions, with the exception of twins, triplets etc.

Home address
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. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, 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).

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.

Children with Education and Health Care Plans (EHCP)
If your child has, or is currently being assessed for an EHCP then we advise that you make an appointment to come and speak with our school SENCo to discuss the needs that your child has and to see how we can work together to ensure that these needs can be met within our school context.

We would also advise that you discuss suitable schools as well as what the Local Authority can offer you and your child with their SEND Team prior to taking a decision on which school to name. This will ensure that the chosen school is best placed to meet the needs of your child.

Children with an EHCP that name a school are required to be admitted.

Requests for a deferred or part-time admission
Parents can request that the date their child is admitted to our school is deferred until later in the school year or until the child reaches compulsory school age. Where entry is deferred, our 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.

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.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Any parents wishing to defer the start date or requesting part-time arrangements should contact the school as early as possible to discuss their request.

Requests for admission outside the normal age group
Parents are entitled to request a place for their child outside of their normal age group. If you wish to do this, please contact the school directly.

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 above.

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.

Fair Access Protocol
We participate in Essex's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Waiting Lists
Following the National Offer Day in April, all unsuccessful applications that are ranked higher than the school offered will be held on a waiting list. This applies to both on time and late applications.

Our school will hold a waiting list until at least 31 December. Applicants will be ranked in priority order, according to the school's admission criteria. Waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is possible, therefore, that a child's position on a waiting list could move down as well as up as each added child will require the list to be ranked again. After that date we will contact you to determine if you still wish for your child to remain on the waiting list.

Right to appeal
If your child has not been offered a place at your preferred school, you have the statutory right to appeal to an independent appeal panel against the decision not to admit your child.
Appeals should be lodged within 20 school days of being refused a place. More information is available on Local Authority websites.

Infant class appeals (Key Stage 1 appeals)
Legislation has been introduced to enable schools to meet the requirement that there will be no more than 30 pupils in an infant class with one school teacher. This legislation restricts appeals panels to only allow successful appeals on one of three grounds where admission would exceed the class size limit, either:

- it finds that the admission of additional children would not breach the infant class size limit; or
- it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly or impartially applied; or
- it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

This means that an appeal for a place in the Reception year, Year one or Year two, has limited grounds for success where the admission authority's grounds for refusal is based on infant class sizes of 30. It is advisable that you consider carefully whether to submit an appeal in such a case to avoid unnecessary disappointment.

After you have made your appeal you will be advised in advance of the date of your meeting, called a 'hearing'. Wherever possible the appeal hearings will take place in the area local to the school for which you are appealing. You are encouraged to attend your hearing in person. If you do not attend, and do not inform the clerk, the panel may consider your appeal in your absence. You should remember that if your appeal is heard in your absence, the panel will be unable to ask further questions about any details of your case, which they may wish to clarify, before reaching a decision. If you wish, you may bring a friend, relative or representative. Before the hearing you will be sent a written summary of the admission authority's case for not being able to offer your child a place at the preferred school.

Year 2 to Year 3 Applications
Parents of children in Year 2 of an infant school have to make an application to the local authority to transfer to their choice of junior school. The closing date is 15 January. Offers of places will be made on 19 April.

Where parents of children in Year 2 of an infant school apply for a place in Year 3 of a primary school (which does not have a Published Admission Number for normal admission at that time) a decision will not be made until after the summer half term break when there is likely to be a clearer indication of potential places at the school in September.

Applications for school places outside the normal admissions round also known as in-year or mid-year admissions

Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

A parent/carer can apply for a place for their child at this school, at any time. The Trust co-ordinate any in-year applications received.

Applying for a mid-year place at our school

If you wish to apply for an in-year admission, please contact the school office directly and they will tell you if a place is available. You will then receive an application form (see Appendix 1)

We will aim to notify parents of the outcome of their application in writing within 10 school days. The law states that parents be notified within 15 school days.

Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.

Where an application is refused, parents will be notified of the reason for refusal and information about the right to appeal. The Trust will also notify the local authority of every application and its outcome as soon as reasonably practicable.

Where a school place is offered following an in-year application, and the offer is accepted, arrangements will be made for your child to start school as soon as possible.

If a school place is offered and you no longer wish to accept this offer, we would ask that you notify the school within 10 school days.

Waiting lists following mid-year admission requests
If the school are unable to offer a place to your child as the year group is full we will add them to our waiting list.

Applicants will be ranked in priority order, according to the school's admission criteria. Waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is possible, therefore, that a child's position on a waiting list could move down as well as up as each added child will require the list to be ranked again.

Please notify us if you wish to have your child removed from the waiting list.

Monitoring and consultation arrangements
This policy will be reviewed and approved by the 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 Board of Trustees will publicly consult on these changes.

If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Appendix 1 Mid-Year Application for a Primary, Infant or Junior School Place

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)?	Yes ☐ No ☐

If 'Yes', please attach supporting evidence from the child's doctor or other health care professional.

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, 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 directly

3. If you do decide to apply for more than one 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 why and 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 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.