

Northlands Primary School and Nursery

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Northlands Primary School and Nursery Determined Admission Arrangements 2025/2026

Published Admission number for 2025-26:

- Reception to Year 6 - **90**

The school provides for the admission of all children in the September following their fourth birthday. These children will be registered as Reception pupils. There will be one intake of children into the reception classes each year. Children will be admitted without reference to ability or aptitude.

Admission Policy Arrangements

Where the applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to determine which children to admit.

- Looked After Children and previously Looked After Children
- Children with a sibling attending the school
- Children of staff at the school where the member of staff has been employed within Lee Chapel Multi-Academy Trust for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This applies to all groups of staff.
- Other children by straight line distance

Children with an Education and Health Care Plan (EHCP) that names Northlands Primary School & Nursery in their EHCP are required to be admitted to the school regardless of their place in the priority order.

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 arrangement or special guardianship order.

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) or (c) a child that has been in state care outside of England and has ceased to be in state care as a result of being adopted.



Siblings

A sibling is defined as a child who has a brother, sister, adopted/fostered brother or sister or step-brother or step-sister living in the same family unit, in the same family household and address, who attends Northlands Primary School (in Reception to Year 5). Biological and adopted siblings who attend Northlands Primary School (in Reception to Year 5) 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.

Distance

In the event of over-subscription within any criteria, proximity of home to school by straight line distance will be taken into account, with those closest being given highest priority. Straight line distance is 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. For admissions purposes, the Local Authority uses data provided by Ordnance Survey to measure straight line distances. (See Appendix A)

Tie-Break

In the event of a tie for the last place to be offered (i.e. more than one child with exactly the same postcode and distance from school), an independent member of Essex County Council/the School (as appropriate), who does not work within the Admissions department, will pick a name at random "out of a hat".

Applications for Main Round Reception Places

Main Round applications (applications made for your child to start school for the first time) should be made via the Essex County Council website (<https://www.essex.gov.uk/apply-for-a-primary-school-place>) and all queries should be directed to their Admissions department (admissions@essex.gov.uk). The application window opens on 4th November 2024 and closes on 15th January 2025.

Applications must be made in accordance with Essex County Council's Co-ordinated Admission Scheme for Infant and Primary Admissions, a copy of which can be found here [Essex County Council's Co-ordinated Admissions Scheme 2025-26](#). Please contact the school office if you require a hard copy of the Scheme.

Applications must be made by the National Closing Date, which is 15th January 2025. Late applications will be dealt with as detailed in the Scheme, for children resident in Essex. Children resident outside Essex should refer to the process for handling late applications published by their Local Authority.

Please note, attendance at Northlands Nursery does not guarantee admission to the school. Parents of children who are attending the nursery and wish for their child to join the school must apply for a place as detailed above.

Starting School and Deferred Entry

As required by law, Northlands Primary School provides full-time admission for all children offered a place in the reception year group from the September following their fourth birthday. For the 2025-26 academic year, this means children born on and between 1st September 2020 and 31st August 2021.

However, the law does not require a child to start school until the start of the term following their fifth birthday, when Compulsory School Age is reached. You have the right to defer the date your child is admitted to school until later in the same school year or until your child reaches Compulsory School Age



(but not beyond the beginning of the Summer term). You may also choose for your child to attend part-time until later in the school year, but not beyond the point at which they reach Compulsory School Age.

Where entry is deferred, we will hold the place for your child and not offer it to another child. You would not however be able to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the original application was accepted. Where parents choose to defer entry, Northlands Primary School would expect that the child would start at the beginning of a new school term/half term.

Admission of children outside their normal age group (including Summer born children)

Parents may request that their child is admitted outside their normal age group for example, if the child is gifted and talented or has experienced problems such as ill health. To do so, parents should include a request with their application, specifying why admission out of normal year group is being requested.

Parents of a Summer-born child (a child born between 1st April 2021 and 31st August 2021), may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – i.e. into reception rather than year 1. Requests should be made in writing to the school before 1st November 2024 to ensure that adequate time is available for the Admission Authority to consider the request before the main admissions round window closes on 15th January 2025.

When such requests are made, the Admission Authority will make the decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Once the Admission Authority has made their decision, they will write to the parent, clearly stating the reasons for the decision made.

If the Admission Authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted into reception, Essex County Council and the Admission Authority must process the application as part of the main admissions round (unless the parental request is made too late for this to be possible), and on the basis of these determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If the Admission Authority does not agree to the request, this is not considered a refusal of a place, and as such, there is no statutory right of appeal through the normal appeals process. Parents do have a statutory right of appeal against the refusal of a place at a school for which they have applied. However, this right does not apply if they are offered a place at the school, but it is not in their preferred age group. If parents are dissatisfied with the decision made by the Admission Authority, they may make a complaint via Lee Chapel Multi-Academy Trust's formal complaints process [MAT Complaints Policy and Procedure](#).



Rules for Residence

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 signed tenancy agreement be provided to Essex County Council by the extended date for evidence of change of address, as detailed in the Primary Education in Essex 2025-26 Booklet. 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. Where a child resides between two parents at different addresses following a breakdown of the parental relationship, the application will be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and child arrangement order 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. In all cases, we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

Arrangements where another relative or carer drops-off or collects your child on a daily basis will be regarded as childcare arrangements and the child will not be deemed to be 'ordinarily resident' with that person.

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

Unsuccessful applicants will be placed on a waiting list which is held by Essex County Council until the end of the first week of the Autumn Term and then passed to the school to maintain. The school will maintain the waiting list for at least a year after the end of the Autumn term. Each child added will require the list to be ranked again in line with the published over-subscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list. Looked After Children or previously Looked After Children allocated a place at the school in accordance with the Fair Access Protocol will take precedence over those on a waiting list.

Mid-Year Applications for Years R-6

If you wish to change your child's school, a mid-year application should be made directly to Northlands Primary School, using the mid-year application form available on our website www.northlandsprimary.essex.sch.uk/admissions. Hard copies of the mid-year application form can also be obtained from the school office. 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.

Once the application has been received by the school from the parent/carer, the school will consider the application and the parent will be notified by letter (sent by e-mail) whether a place can or cannot be offered. This will be within 10 school days. If a place cannot be offered, the child will be added to the school's waiting list. Northlands Primary School & Nursery will notify Essex County Council of every application and every outcome within 2 school days of the decision being made.



Appeals

Parents will appreciate that if a school is over-subscribed it will not always be possible to be offered a place in their first preference school. Parents, however, have the right to appeal against decisions of the governors regarding admission. Information regarding the appeals procedure can be found here [How to Appeal](#).



APPENDIX A

