

## **SCHOOL ADMISSIONS POLICY – Academic Year 2023/2024**

Pupils will be admitted into the relevant age group without reference to ability or aptitude. The number intended to admit in the relevant age group is 128. Where a child has an Education, Health and Care Plan and Buttsbury Junior School is named in the Plan, the child will be admitted.

### **Over-subscription**

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
2. Children attending the Buttsbury Infant School at the time of application;
3. Children resident in the priority admissions area with a sibling attending the school at the time of admission;
4. Children resident in the priority admission area;
5. Children with a sibling attending the school at the time of admission;
6. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to the school's main front door, 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).

\*A sibling is "A child living in the same family unit in the same family household and address. This includes brothers and sisters and step-brothers and sisters. In addition, biological siblings will be treated as siblings irrespective of residence"

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

If due to over subscription the Admissions Committee is unable to offer a place to a child, the parents/carers will be given information on how to appeal against that decision.

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

Application for start-of-year admission into Year 3 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.

Application for admission into other year groups (Years 4, 5, 6 and mid-year 3) should be made directly to the school, using the application form which can be found on the school's website.