

Hatfield Peverel St Andrew's Junior School



Admissions Policy 26/27

Approved by: Governing Board

Date: January 2026

Last reviewed on: January 2026

**Next review due
by:** February 2027

Hatfield Peverel, St Andrew's Junior School

Admissions Policy for 2026/27

This Policy has been written based on the Primary Education in Essex Guidance, a copy of which can be found at www.essex.gov.uk/admissions

Admissions and Oversubscription Criteria

The published admission number is 60.

The responsibility for admissions lies with the Governing Board, but initial application for admission should be made to Essex County Council. Further information on how to apply and deadlines for submission are available on the website essex.gov.uk/admissions

Completed application forms (on line or paper) must be received by the LA by the closing date, for entry during the following academic year. All applications received by the closing date will be given priority over any applications received after the closing date.

SEND

A child with an EHCP (Education, Health, Care Plan) that has named Hatfield Peverel St. Andrew's Junior School will be admitted if the school is confident that it can meet the statutory needs as stated in the EHCP.

Over-subscription

Where the number of applications for admission exceeds the published admission number, the following criteria will be applied to all applications, in the order set out below, to decide which child or children to admit first:

1. Children Looked After.
2. Children attending Hatfield Peverel Infant and Nursery School.
3. Children living within the Ecclesiastical Parish of either Hatfield Peverel or Ulting with a sibling attending the school or Hatfield Peverel Infant and Nursery School.
4. Children living outside the Ecclesiastical Parish of either Hatfield Peverel or Ulting with a sibling attending the school or Hatfield Peverel Infant and Nursery School.
5. Any other applications.

In each individual oversubscription criterion priority will be given to:

The proximity of the child's home to St. Andrew's Junior School will determine which child is to be admitted. Proximity will be judged using a straight-line distance from the school address to the home address as described in the LA admissions booklet Primary Education in Essex.

Distance will be used to prioritise applications within and between categories 1 to 4. Straight line distance will be used for calculations. All straight-line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and School and provides the address points between which the straight-line distance is measured. Distances are reported in miles to three decimal places in the first instance.

In the unlikely event of two applicants with an identical distance competing for a single place at the School, the place will be offered to one applicant on the basis of lots drawn by a member of the School not associated with admissions.

Mid-Year Applications

All mid-year applications should be made directly to the school, using the mid-year application form: <https://forms.gle/GXPP3qwGs4V1AoSY7> or via the school office.

The link to our website is

<https://www.hatfieldpeverelstandrews.co.uk/page/?title=Admissions&pid=19>

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 Year 3.

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 (60 children).

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.

Waiting List

A waiting list will be kept by St Andrew's Junior School office. On receiving a 'rejection letter' parents/carers must write requesting their child be placed on the waiting list. Should a school place become available, the over-subscription criteria will be used to identify the child who should be offered the place. Please note: the length of time a child has been on the waiting list is **not** part of the criteria used.

The waiting list will remain open until the end of each academic year. If parents/carers wish for their child to remain on the waiting list **they must contact** Hatfield Peverel St Andrew's office team to request this. Without such confirmation the child's name will be removed at the end of the academic year.

Definitions

The definitions listed here apply to their use in the admissions and oversubscription criteria.

The 'home address' is the address at which the child resides on a permanent basis, or is ordinarily resident. If the child lives at more than one address it is the address of the parent or person with parental responsibility that is in receipt of child benefit for the child that is considered as the home address. Verification of this may be required.

The Local Education Authority - 'LA' - is Essex County Council.

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 or (c) Post Looked After children (previously looked after children including children adopted from Care) (as defined in Section 22(1) of the Children Act 1989).

The 'published admissions number' is the number of children which the school has decided to admit each year in the annual schools admissions round into Year 3. The number is 60 and it is set in consultation with the LA and other nearby schools.

A 'sibling' is defined as "a child living in the same family unit, in the same family household and address as a child who attends the school. This includes brothers and sisters and stepbrothers and stepsisters. Biological siblings will be treated as siblings irrespective of place of residence."

Admission appeals

If an application has been refused, the applicant has the right to appeal against the decision. The first stage of the appeals process would involve a review by the admissions authority (i.e. the governing body's Admissions Committee) of its initial determination. If this is not overturned, applicants who wish to appeal against a decision to refuse entry can do so within 21 days of being informed of the decision to refuse a place at the school by applying to the Clerk of Appeals, c/o the school. An independent Appeals Panel then meets to consider all appeals by applicants which have not succeeded and who wish to appeal against this decision. You will be advised (at least 14 days in advance) when and where your appeal will be heard.

The decision of an Appeals Panel is binding on all parties concerned.

For more information on the appeals process and/ or to lodge an appeal visit:

www.essex.gov.uk/after-your-school-offer/appeals