



White Hall

Academy & Nursery

Admissions Policy for academic year 2025/2026

Signed by:



Headteacher

Date: March 2024



Chair of
governors

Date: March 2024

KEY DEFINITIONS

Looked After and 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 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children 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 (as defined in Section 22(1) of the Children Act 1989).

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Children with statements or Educational Health Care Plans for special educational needs

Children with statements or Educational Health Care Plans that name the school on the statement are required to be admitted to a school regardless of their place in the priority order.

Sibling

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 preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission. This includes brothers, sisters, step-brothers and step-sisters. In addition, biological siblings who attend the preferred school will 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.

APPLICATION PROCEDURES

Applications must be made in accordance with the co-ordinated scheme operated by the child's home LA. For children resident in Essex this is detailed in the Primary Education for Essex booklet.

Mid-Year Applicants

All mid-year applications should be made directly to the school/academy, using the mid-year application form available on our website – whitehallacademy.essex.sch.uk or 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.

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.

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.

The following procedure will apply once a place has been offered:

Contact will be made with the previous school to obtain information on any Special Educational Needs or attendance issues.

An appointment will be made with the parents/carers and headteacher to discuss the feedback from the previous school/s and any concerns and/or appropriate interventions to support the child/children will be discussed once a place in the school has been offered.

The family/carers and child/children will be given a tour of the Academy.

Late Applications

Applications must be made by the National Closing Date detailed in the Primary Education in Essex and Secondary Education in Essex booklets which are available from the LA. Late applications will be dealt with as detailed in these booklets for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA.

Over Subscription

In the event of over subscription, children's names will be added to the 'Waiting List' if requested by the parent/carer. The waiting list will be determined in accordance with the admissions criteria and held for the remainder of the academic year.