



# Admissions Policy for academic year 2024/2025

Signed by:

**Headteacher**

Date:

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Chair of  
governors

Date:

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### **ADMISSION OF RECEPTION PUPILS**

Pupils will be admitted to reception classes at the beginning of the academic year in which their fifth birthday falls, without reference to ability or aptitude. At White Hall Academy all children born between 1 September 2019 and 31<sup>st</sup> August 2020 will be admitted in fulltime education in the Autumn Term of 2024. The intended number of admissions for the year is 90. Parents/carers can apply online to Essex County Council at: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or request an application form by telephoning 0845 603 2200.

The Schools Planning and Admissions Department at Essex County Council allocate the intake of children wishing to join White Hall Academy. In the first instance you will need to contact Essex County Council on their website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or telephone 0845 603 2200 to request a common application form. During the Autumn 2023 term the school offers two open mornings where parents/carers can meet the Headteacher and have a look around the school. Please contact the school on 01255 422825 if you would like to attend one of these mornings.

### **OVER-SUBSCRIPTION**

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

1. Priority will be given to looked after children.
2. Children who have a brother or sister currently attending the Academy.
3. Children who live within the boundaries of the existing catchment area. A map of this area is available from the Academy.
4. Proximity of the child's home to Academy, measured in a straight line (*straight line distance as defined in the Primary Education in Essex booklet, available to view on the website [essex.gov.uk/admissions](http://essex.gov.uk/admissions)*)

Please note that admission to the nursery does not imply automatic entry to the Academy.

## 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.

### **Age of Admission**

All children will be admitted full time in the September following their fourth birthday. As required by law, all Essex infant and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year, or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point.

Where entry is deferred, the 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.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child (22 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort must be submitted. Parents must contact the Headteacher of White Hall Academy to seek written approval which must be included in the application. The Academy will decide whether the application for a Reception place will be accepted, or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

### **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](http://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.



## **APPEALS**

Parents have the right of appeal to an Independent Statutory Appeals Panel for a place at any school that they had put as a preference and for which they had not been allocated a place, even if it is a lower preference than that offered. Details of how to appeal against refusal of a place at White Hall Academy are available from the School Office.

For information on Admissions Appeals for 2024/2025 arrangements can be found in the Essex County Council Website [www.essex.gov.uk](http://www.essex.gov.uk) and follow the links to Education and School/Admissions/Appeals

Approved by Governors:

November 2022