

# Great Bardfield Primary School



## Admissions Policy for the 2025/6 Academic Year

<b>Approved by:</b>	Elizabeth Crow (Headteacher)
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<b>Ratified by Governors:</b>	September 2025
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<b>Next review due by:</b>	September 2026
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## **Great Bardfield Primary School Admissions Policy for the 2025/26 Academic Year**

The Schools Planning and Admissions Department at Essex County Council allocate all intake of children wishing to join Great Bardfield Primary School. In the first instance you will need to contact 0845 603 2200 to request a common application form or apply online at <https://www.essex.gov.uk/apply-for-a-primary-school-place>

If you would like to come and have a look around Great Bardfield Primary School and meet Mrs Liz Crow, Headteacher, please contact 01371 810252 to arrange an appointment. Please note that we offer tours in the Autumn term, prior to your child starting school the following September. Please see our website for more information.

At Great Bardfield Primary School Primary School all children born on or between 1 September 2021 and 31 August 2022 will be admitted in full time education in the Autumn term of 2026. Please contact the school if you and your child would like to meet our Headteacher and Staff and have a look around the school before you make your application to Essex County Council. Please note that the published number for the September 2026 intake is 20 children.

For mid-year applications to Great Bardfield Primary School please contact us so that we can let you know if we have space in your child's year group and if not we will add your child to the continued interest list which we hold. Please note that mid-year applications need to be sent to the Local Authority, Planning and Admissions in the normal way either by contacting 0845 6032200 or applying online by following this link: [Move to a different school | Essex County Council](#) Applications must be made in accordance with the co-ordinated scheme operated by the child's home local authority. For children resident in Essex, this is detailed in the Primary Education in Essex booklet.

Applications for Foundation Stage children must be made by the National Closing Date, detailed in the Primary Education in Essex booklet, which is available from Essex County Council. Late applications will be dealt with as detailed in this booklet for children resident in Essex.

Children resident outside Essex should refer to the process for handling late applications published by their home local authority. All mid-year applications will be processed by Essex County Council.

**There is no guarantee for a place for children living in the priority admission area.**

If applications for admissions 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. Children Looked After \*
2. Children with a sibling\*\* attending the school
3. Children living in the catchment area\*\*\*
4. Remaining Applications\*\*\*\*

\*Children Looked After or children who have previously been looked after by the Local Authority.

\*\*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 in any year group excluding the final year. This, therefore, includes brothers and sisters, adopted brothers and sisters or stepbrothers and stepsisters living in the same family unit in the same family household. In addition, biological siblings, in any year group excluding the final year, 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.

\*\*\*A map showing the defined catchment area is available from the Local Authority upon request.

\*\*\*\*In the event of over-subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Essex County Council will supply straight line distances as defined in the Primary Education in Essex booklet.

Exceptional medical circumstances (supported by medical evidence) may override the above.

Unsuccessful applications will be given the right to appeal against the refusal of a place at the school. Information about how to appeal can be found on the Essex County Council website.

A list of unsuccessful applications for children starting school in the Foundation Stage will be held at the school until the end of the Autumn term.

### **Early Years Admission**

All children may start in the September following their fourth birthday. Parents may request that the date their child is admitted to the school is deferred until a later term in the school year or until the term in which the child reaches compulsory school age in that school year. Parents may request that their child attends part time until the term in which the child reaches compulsory school age.

Parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Please contact the head teacher if you are considering deferring your child.

Applications for children out of the normal age group will be considered by the Governing Body and the relevant professionals when the LA, under co-ordination, request the school to consider such applications. In all cases supporting evidence should be provided.

### **Monitoring and Evaluation**

This policy will be monitored regularly to ensure that it reflects legislation at all times.

### **Reviewing**

This policy will be reviewed annually.

