



# Schools for Every Child

## Admissions Policy

(For Admissions 2027-2028)

### Wyburns Primary School

(URN: 145349, DfE number: 881/5262, UKPRN: 10066417)

*We are an education Trust that is committed to running dynamic, ever-improving schools. We work to make sure that every child feels they belong in their school where they feel safe and inspired by learning. For us, learning is an adventure. It is a privilege and a responsibility for all who work with us to ensure that the journey through school is exciting, challenging, caring and enriching, and that every child experiences joy, wonder, calm and success.*

Approval Level	Board
Author	Lee Faris
Approval Date	28th January 2026
Trust/Template/School level	Trust
Review cycle	Annual

*“The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance”. (DfE)*

### Approval History

Committee Approval	Status	Next Review Date
Education & Standards Committee 28th January 2026	Review in progress Submitted for Ratification <b>Live Policy</b>	January 2027

**Changes to previous policy:**

- Definitions- Sibling, Home Address, Priority admissions area (pg 3)
- Tie breaker oversubscription clause & measuring distance (pg 4)
- Distance where parents have separated (pg 5)
- Criteria list wording (pg 6)
- In year admissions- online form link in place of paper form (pg 8)

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## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

**This policy is based on the following advice from the Department for Education (DfE):**

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

**Introductory note:** All applications must be made in accordance with the co-ordinated admissions scheme operated by the child's home LA. For children resident in Essex this is detailed in the Primary Education in Essex booklet.

[Go to the Essex County Council Admissions page](#)

## Definitions

### Sibling Definition

For the purpose of applying oversubscription criteria, a sibling is defined as:

- a brother or sister (including step-siblings, foster siblings and adopted siblings) living at the same permanent address, or
- children permanently living at the same address under the same parental responsibility.

### Home Address

A child's permanent home address is the address at which the child normally lives and sleeps at the time of application, and from which they will attend school. This may be subject to verification.

### Priority Admissions Area

The priority admissions area is the geographical area defined by the LA (Essex County Council) and published on their website via the [Priority Admissions Catchment Area tool](#)

### Looked After Children

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). Child arrangements orders are defined in Section 8 of the Children Act 1989, as

amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **1 Entry into our Reception classes**

Essex County Council operates all admissions into Reception (or Year 3 for Junior Schools), and parents living in Essex must apply to Essex County Council for their preferred school. Details will be sent to all parents of eligible Essex resident children registered with an Essex GP when the data is received from the Health Authority.

### **Determined Admission Arrangements 2027**

All children will be admitted full time in the September following their fourth birthday.

The admission authority for Wyburns Primary School is Schools for Every Child (Multi Academy Trust). The arrangements below, including the explanatory notes, are in line with government legislation and guidance (School Admissions Code) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

These arrangements apply to all admissions, including in-year admissions for the admission year 2026.

Admission to the main round for reception/starting school can be made to Essex County Council via their [Primary school places page](#).

Applications during the school year to all year groups are via the Trust, Schools for Every Child, and are outlined in section 3, In Year Applications.

### **Published Admission Number (PAN): 30 pupils**

#### **Oversubscription Criteria**

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to Wyburns Primary School; places will be allocated using the admission /oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named School.

- 1. Looked After Children and Previously Looked After Children**, including those who appear to the admission authority to have been in state care outside of England and ceased to be so as a result of being adopted.
- 2. Children with a sibling\*** attending the school at the time of application and admission;
- 3. Children living in the priority admissions area.**
- 4. All other children**

### **Tie-Breaker (Oversubscription) Clause**

In the event that there are more applications than places available for the relevant age group after applying all published oversubscription criteria, places will be allocated in the following tie-breaking order:

1. Distance from the school
2. Random allocation

Further details on the definitions and criteria of each of these are explained below:

#### **Distance from the school**

Priority will be given to the child(ren) living closest to the school.

Distance is measured in a straight line (“as the crow flies”) from the child’s permanent home address to the school’s main entrance using the Local Authority’s or an equivalent computerised mapping system.

This measurement method is applied consistently to all applicants.

#### **Random allocation**

If two or more applicants cannot be separated because they live at the same distance from the school (for example in the same block of flats or where identical coordinates are returned), the tie-breaker will be random allocation.

Random allocation will be conducted in a transparent and independently supervised manner to ensure fairness and impartiality.

#### **Distance Where Parents Have Separated**

*Where parents live at separate addresses, the following will apply:*

- *The home address used for admission purposes will be the address where the child resides for the greater proportion of the school week.*
- *Where residency is split equally (50/50) between two addresses, parents must nominate one address only to be used for the application.*

*The nominated address must be supported by evidence if requested and must be the address used for:*

- *Child Benefit, or*
- *the child’s GP or other official records.*

*If parents are unable to agree on which address should be used, the address where the child is registered for Child Benefit (or, where this is not applicable, another official document) will normally be used.*

#### **Waiting Lists**

Our school will maintain a clear, fair and objective waiting list for children entering Reception until 31 December of each school year of admission.

- Children are added to the waiting list automatically when refused a place.
- Each time a child is added to the waiting list, the waiting list is ranked again in line with the published oversubscription criteria.
- Where places become available, they will be allocated to children on the waiting list in accordance with the criteria outlined in section 3.
- Priority will not be given to children based on the date their application was received, or when their name was added to the list.
- Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.
- Waiting lists for all year groups are closed at the end of each school year.
- A new application must be submitted to be able to join a waiting list for a new academic year.

## 2 Summer born children, delayed entry

If your child is summer-born i.e. born between 1 April and 31 August and you want him/her to start in Reception when he/she has already turned 5 (instead of starting at the age of 4), this is what you will need to do:

- Contact the headteacher of all schools that you are applying to. You will need to request confirmation in writing (letter or email) from the headteacher confirming that they are happy to accommodate the request.
- Send an email to [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk) stating that you want a Reception place for the following intake year and explaining why you want your child to start school from then, rather than starting in the standard year (the academic year in which your child turns 5).
- Name all the schools that you are interested in.
- Attach the emails/letters from the Headteachers of all of the schools you are applying for, confirming they can accommodate your request.
- Attach with the email any supporting evidence. Examples of evidence could include a letter from the current nursery, a health professional etc. and will indicate that this decision is in the best interests of the child.

The number of children to be admitted to Reception into Schools for Every Child schools can be found in [Appendix 1](#).

## Over and Under Age Applications

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. 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. Where parents choose to defer entry, the child will start at the beginning of a new school term/ half term.

Parents can request that their child attends part-time until the child reaches compulsory school age; this will be considered on a case by case basis and at the discretion of the headteacher.

- In the event of oversubscription into Reception a waiting list will be maintained for the first term.
- Applications received after the closing date will go on the waiting list and be dealt with in accordance with the Local Authority's Scheme for Co-ordinated Admissions.
- Parents whose children do not gain admission will be advised of the statutory right of appeal.

## 3 In-year applications

To apply for a place in one of our Trust schools, you will need to use the application form that is found in [Appendix 3](#). Full details of our policy and a copy of the form is available on our website [here](#)

Where applications for admission exceed the number of places available, the Oversubscription criteria noted on page 4 will be applied, in the order set out below, to determine which children to admit:

In the event of oversubscription within any of the above criteria, priority will be determined by our tie breaker clause outlined above.

Exceptional medical or social circumstances will be considered only where supported by compelling professional evidence demonstrating that admission to this school is essential. Such cases will be assessed objectively and will not automatically override the published oversubscription criteria.

Where applications within any oversubscription criterion exceed the number of places available, priority will be given to children living closest to the school in accordance with the distance measurement and tie-breaker arrangements set out in this policy

A waiting list will be established where numbers exceed places available and priority of admittance will be in accordance with the above criteria.

Please note that: The school will be required to admit children who have an Education, Health and Care Plan (EHCP) that names the school.

#### **4 Appeals**

Where a place is refused due to a year group being full, a letter will be sent to the parent providing information about the right to appeal. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) from the [‘Submit an Appeal’](#) link.

## Appendix 1

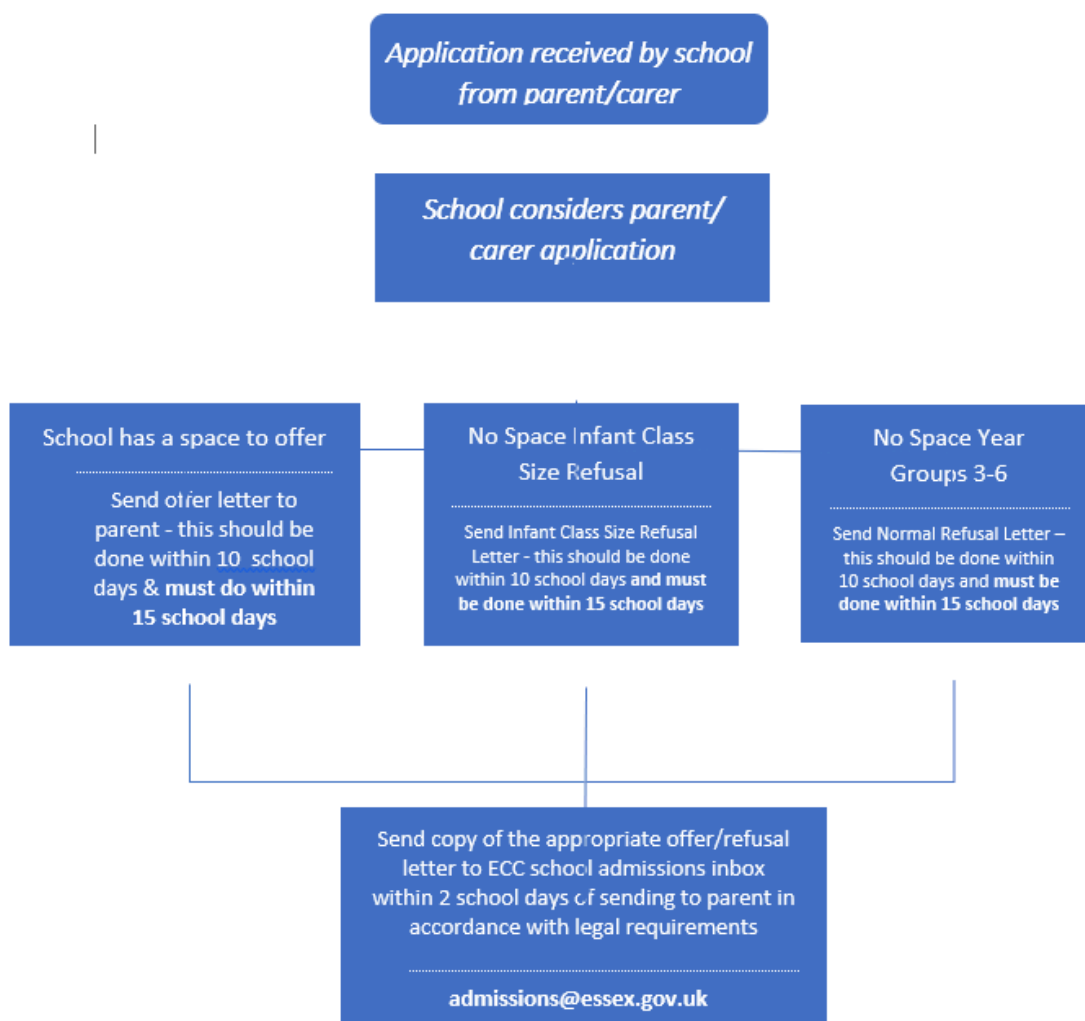
Name of school	PAN*
North Crescent Primary	30
Rayleigh Primary	60
Wyburns Primary	30

\*Published admission number

## Appendix 2

Procedure to be followed as outlined by Essex authority

### Mid-Year Application Process for own admission authority schools



### **Appendix 3: In-Year Application for a place in a Schools for Every Child school**

*NB: You should not remove your child from their current school until a place has been secured elsewhere.*

Our in year application form is an online form which can be found on our Trust website

[Link to online application form](#)

### **Appendix 4: Notes of Guidance on Completion of the In-Year Application Form**

If you would like full details on how a school uses personal data, please visit the Trust website to read the Privacy Statement.

If you would like full details on how ECC uses personal data, please go to [www.essex.gov.uk/privacy](http://www.essex.gov.uk/privacy) or call 03457 430430

1. The online form should be completed and this will be sent directly to our admissions team
2. You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a place for your child. To find out if there are places, you will need to contact the Trust directly via email [admissions@schoolsforeverychild.org](mailto:admissions@schoolsforeverychild.org) to find out about schools within our Trust.
3. You will be asked if you will consider one of our other schools within our Trust on the online application form.
4. Once you have submitted your application, we will write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.
5. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date.
6. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) from the 'Submit an Appeal' link.
7. Applying from overseas – For non-UK citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.
8. If, having applied for a place, you do not manage to secure a school for your child (and you are living in the Essex County Council area\* or have a confirmed move into the County), please contact School Admissions at Essex County Council on Tel: 0345 603 2200 for further support and advice.
9. Please remember – in year applications must be sent directly to Schools for Every Child and not to Essex County Council.