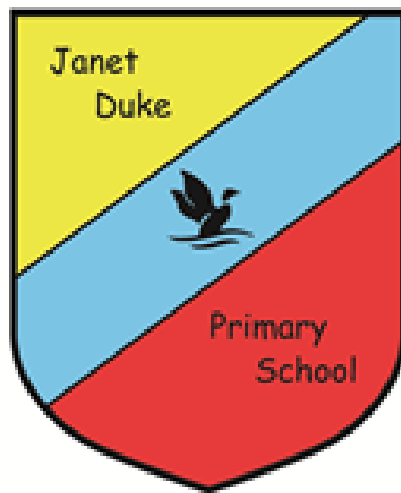


Janet Duke Primary School

‘ Together We Learn, Together We Achieve, As One ’



Admissions Policy

2026 - 2027

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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

2. Legislation and statutory requirements

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

- [School Admissions Code](#)
- [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](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Please apply via the Essex County Council's webpage: www.essex.gov.uk/admissions. The application window opens in November 2025 and closes in January 2026.

The closing date for applications will be 15th January 2026

You will receive an offer for a school place directly from your local authority.

Exact dates will be updated when notification from Essex Admissions are confirmed.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 90 pupils for entry in Reception.

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

6.2 Oversubscription criteria

If the school is not oversubscribed, all applicants will be offered a place

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

- 1) Looked After Children and previously looked after children (as defined in the Primary Education in Essex **2026/2027** booklet)
- 2) children with a sibling attending the school
- 3) children living in the priority admission area
- 4) Children of staff at the school:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 5) remaining applications. In the event of oversubscription 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.

6.3 Home Address

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or a copy of the tenancy agreement can be provided by **4th February 2026**. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent. The child must be living with the parent or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from a relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child.

6.4 Address Checking

The school will ask applicants to provide proof of their home address. This may include a copy of the following:

- UK driving license
- Council tax notification
- Two utility bills dated within the last 6 months (gas, electricity, water or landline phone)

The school reserves the right to take additional checking measures including further documentation and in some cases unannounced home visits.

If a school place is secured through false information regarding a home address, the school will withdraw the place offered.

6.5 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. In the event of oversubscription 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. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Waiting lists

All unsuccessful applications that are ranked higher than the school offered will be held on a waiting list, according to the admissions criteria for the school. This applies to both on time and late applications. Essex County Council School Admissions will hold waiting lists for all oversubscribed schools until the end of **August 2026** after which they will be handed over to the School who will hold until **31st December 2026** and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

After 31st December 2026 parents should contact the school directly regarding being on a Continued Interest List for a place at the school.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

The school manages all mid-year applications, and all such applications must be made directly to the school. The mid-year application form is available on the school website: ([Admission Arrangements | Janet Duke Primary School](#)) and paper copies are available from request from the school office. All applications will be determined in accordance with the schools oversubscription criteria and admission policy.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Statutory Appeals Team email: statutoryappeals@essex.gov.uk

PO Box 11
Chelmsford
Essex, CM1 1LX

You can find details of the school's appeals timetable on the following webpage:

<https://www.essex.gov.uk/after-your-school-offer/appeals>

9. Monitoring arrangements for this policy

This policy will be reviewed and approved by the trust board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.