

Gosfield Community Primary School
Part of Attain Academy Partnership
Admission of Pupils for the School Year 2025-2026

This policy has been written based on the Primary Education in Essex guidance, a copy of which can be found at www.essex.gov.uk/admissions

Policy and numbers

Children will be admitted into Foundation Stage at the start of the Academic Year of their fifth birthday.

Parents have the right for their child to start full time in September or to defer their child's entry until later in the school year if they wish. The parent cannot 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 entry is deferred, the school must hold the place for the child and not offer it to another child.

Parents can request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part-time place this will be mornings only.

Parents who want to differ from the usual academy practice should discuss this with the headteacher prior to application.

The number of intended admissions for the year commencing 1st September 2025 will be 20.

The responsibility for admissions lies with Attain Academy Partnership Trust Board, but initial application for admission should be made to Essex County Council.

Completed application forms must be received by the LA by the closing date, for entry during the following academic year. All applications received by the closing date will be given priority over any applications received after the closing date. Date will be advised by the LA.

The academy will maintain a waiting list for late/unsuccessful applicants for the duration of the autumn term. Parents may request their child's name is placed on the waiting list and their child's position on the waiting list will be determined solely in accordance with the academy's over-subscription criteria.

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. 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, residence or special guardianship order including those 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 (see the definition in section 22(1) of the Children Act 1989).

2. Where the child has a sibling attending the academy.
A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit, in the same family household and address, who attends the preferred school in any year group excluding the final year.
3. Children living within the priority admissions area.
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance, with those living closest being given the highest priority.

The Equality Act 2010 outlaws discrimination on the grounds of race, gender, disability and religion.

Education, Health and Care Plans (EHCPs)

Children with an Education, Health and Care Plan (EHCP) will be admitted if the academy is named and is confident that it has the capacity to best meet the needs of that child as set out in the EHCP.

Priority Admission Area

There is no guarantee of a place to children living in the priority admission area of a particular school. Parents can check whether a specific address sits within the priority admissions area of the school (if any) using the [Essex County Council priority admission \(catchment\) area finder](#). A list of roads within the priority admissions area is also available from the academy.

Distance will be used to prioritise applications within and between categories 1 to 4. Straight line distance will be used for calculations. All straight-line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and academy and provides the address points between which the straight-line distance is measured. Distances are reported in miles to three decimal places in the first instance.

In the unlikely event of two applicants with an identical distance competing for a single place at the academy the place will be offered to one applicant on the basis of lots drawn by a member of the academy not associated with admissions, with the exception of twins, triplets etc.

Applications

The Essex Common Application Form (CAF) is the only way you can apply for a primary or infant school place for your child. The CAF can be completed and submitted online at www.essex.gov.uk/admissions

Alternatively paper application forms can be found at www.essex.gov.uk/admissions or you can request a paper application by telephoning Essex County Council.

Mid-Year Admissions

All in-year applications for 2025-2026 will be managed directly by the academy. Parents who wish their child to be considered for entry should complete and return a mid-year application form to the academy, using the mid-year application form available on the academy website (<https://www.gosfield-pri.essex.sch.uk/admissions/>) and / or academy 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 Primary.

Applications for mid-year admissions should be sent to: admissions@gosfield-pri.essex.sch.uk

On receipt of a completed mid-year application form, we aim to inform parents of the outcome of their application within 15 school days

If there are spaces available in the year group you are applying for, your child will be offered a place. Where applications for admission exceed the number of spaces available, the space will be filled in accordance with the oversubscription criteria listed above. Acceptance of offers can be made by email or letter but, in all cases, will need to be accepted within two weeks of the date the offer was made.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest. Waiting lists for all year groups will close on the last day of the academic year in which entry has been applied for - at which time they will be cleared.

Where an application is refused parents will be notified of the reason for refusal and information about the right to appeal. The academy will also notify the local authority of every application and its outcome as soon as reasonably practicable.

All applicants have a right to appeal against any refusal of a place to an independent panel and details of how to do this will be included in the decision letter. The existence of a waiting list does not remove this right from any unsuccessful applicant. A fresh application can be made for a place for the next academic year group.

Where an applicant is offered a place following a mid-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

Further information on mid-year admissions visit www.essex.gov.uk/admissions and in the 'Primary Education in Essex' booklet, which is also available on the website.

Appeals

The academy has established arrangements for appeals against non-admission which will include an independent element. Appeals should be lodged with Essex County Council within 20 school days of the refusal letter.

For more information on school admissions visit www.essex.gov.uk/admissions

For more information on the appeals process and / or to lodge an appeal visit <https://www.essex.gov.uk/after-your-school-offer/appeals>.

Withdrawal of an offer

If an academy place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

Contact Details

The academy may be contacted via

- Gosfield Community Primary School, The Street, Gosfield CO9 1ST
- admin@gosfield-pri.essex.sch.uk
- 01787 472266

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