

**SCHOOL ADMISSIONS POLICY – Academic Year 2026/2027**

Pupils will be admitted into the relevant age group without reference to ability or aptitude. The number intended to admit in the relevant age group is 120 in Early Years Foundation Stage (EYFS) and Key Stage One and 128 in Key Stage Two. Where a child has an Education, Health and Care Plan and Buttsbury Primary School is named in the Plan, the child will be admitted.

**Oversubscription**

Where applications exceed the number of places available, the following criteria will be applied in the order given, to decide which children to admit:

1. Looked after children and Previously Looked After Children
2. Children resident in the priority admissions area with a sibling\* attending the school at the time of admission;
3. Children resident in the priority admission area;
4. Children with a sibling\* attending the school at the time of admission;
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 the school's main front door, with those living closest being given highest priority.

Straight line distances will be calculated using address point data on a computerised Geographical Information System (GIS).

\*A sibling is:

- a biological brother/sister (full or half) of the applicant, irrespective of place of residence, OR
- an adopted brother/sister or step-brother/sister of the applicant, living in the same family unit in the same family household and at the same address as the applicant.

If due to oversubscription the Admissions Committee is unable to offer a place to a child, the parents/carers will:

- a) be given information on how to appeal against that decision.
- b) be offered a place on the waiting list (held until: 31 December 2026)

**The Application Process**

Informal visits to the school to view facilities and discuss your child's education are welcomed.

Application for start-of-year admission into EYFS must be made on the online Primary Schools Common Admission Form by the closing date stated in the Primary Education in Essex booklet.

Application for admission into other year groups (Years 1, 2, 3, 4, 5, 6) should be made directly to the school, using the application form which can be found on the school's website.

Late applications for EYFS and waiting lists for all year groups will be handled in accordance with the co-ordinated admissions scheme operated by Essex County Council as published in the Primary Education in Essex booklet.

**Deferring Admission and Part-time Attendance**

As required by law, this school provides for the full-time education of all children offered a place in the reception year group from the September following their fourth birthday. Parents/carers 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 the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent/carer 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 application was accepted.

Parents/carers can also request that their child attends part-time until the child reaches compulsory school age. Parents/carers interested in taking up a part-time place should contact the school. For parents/carers opting to take up a part time place this

would be mornings only. An alternative may be considered if there are exceptional circumstances.

Where parents or carers chose to defer entry, the child would start at the beginning of the spring or summer term as appropriate. Parents/carers must still apply at the usual time for infant school places.

### **Summer Born Children**

If your child is summer born (defined as born 1st April – 31st August 2022) and you want them to start school in a Reception class in September 2027 (rather than starting in the 2026-27 academic year) you must first of all contact the school and seek the Headteacher's views on the delayed admission request in writing by 30<sup>th</sup> November 2025. Parents are then requested to submit the written response from the Headteacher with the formal application. Full details of the procedure can be found in the Education in Essex booklet and on the ECC website at <https://www.essex.gov.uk/topic/admissions>.

A request to defer entry will not be granted automatically and each case will be considered individually by the admission committee of the governing body based on the professional evidence submitted. If the request to defer your application is granted, this will entitle you to apply for a reception place in the September 2027 admission intake. You will need to make a paper application for a school place for the 2027-28 academic year.