



Dunmow St. Mary's Primary School

Determined Admission Arrangements 2023/2024

Subject to the availability of places we shall be pleased to admit any child whose parents wish them to be educated at our school. Applications, including late applications will be handled in accordance with the co-ordinated admissions scheme published by Essex County Council in the Primary Education in Essex booklet. Please complete the common applications form distributed with the booklet.

The number intended to admit is 60. 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;

- (i) Children looked after, previously looked after children and children previously looked after from outside England;
- (ii) Children living in the priority admission area with a sibling* attending the school at the time of admission;
- (iii) Children living outside the priority admission area with a sibling* attending the school at the time of admission;
- (iv) The children of permanent members of the teaching and support staff employed by Dunmow St. Mary's Primary School for two or more years at the time of admission, or recruited to fill a vacant post where there is a demonstrable skills shortage;
- (v) Other children living in the priority admission area;
- (vi) Proximity of the child's home to the school. Distances are calculated by the Local Authority as defined in the Primary Education in Essex booklet, by use of a Geographical Information System which accurately measures the straight line distance from the home address to the school.

Children with statements of special educational needs that name Dunmow St. Mary's Primary School on the statement are required to be admitted to the school regardless of their place in the priority order.

Exceptional medical circumstances (supported by medical evidence e.g. a letter from a doctor) may override the above.

A map of the priority admissions area is available at the school

*A sibling is defined in the "Primary Education in Essex" booklet

If your child is refused a place at our school you do have a right of appeal to an independent statutory appeal committee. Appeals should be lodged within 20 days of a school place being refused. More information is available on the website www.essex.gov.uk/admissions.

If your application for a place in September is refused (whether you appeal or not) a waiting list will be kept by Essex County Council until the end of the first week of the autumn term and thereafter by the school until the end of the first term.

Admission to the Reception Class

We intend to admit all children full time in September 2023 and in subsequent years. As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday.

Deferred entry to school

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 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 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.

Parents can also 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 would be mornings only. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

Summer-born children

Where a parents of a "summer-born" child (1 April – 31 August) wishes their child to start school in the autumn term following their **5th birthday**, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted.

The admission authority for the school will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

It is strongly advised that any parent considering these options should approach the school to discuss this before the start of the admissions round.

Applications for school places outside the normal admissions round

All mid-year applications should be made directly to the school, using the mid-year application form available on our website

(<https://dsmprimary.essex.sch.uk/wp-content/uploads/2022/04/DSM-Mid-year-application-form.pdf>) and/or the school 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.

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.