



Feering CofE Primary School



Admissions Policy

2026/2027

Date for Next Review	Autumn 2025
Signed – Trust Chair	
Signed – Executive Headteacher	

Care Responsibility Perseverance Respect

Admissions Arrangements

The priority admissions area served by Feering Primary School is the Parish of Feering.

Intake

a) Published Admissions Number (PAN)

The number of pupils to be admitted in any year group, in any academic year is 25. This is called the PAN – published admissions number.

b) New Intake

Children are admitted at the beginning of the autumn term of the year in which they will be five.

All children are admitted full-time in September, with phased entry over two weeks.

Where a parent of a ‘summer-born’ child (1 April– 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year.

The admission authority for the schools 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.

Criteria for Admission

Children will be admitted to Feering Primary School using the following criteria (in order of priority):

Children with Education, Health and Care Plan (EHCP)

Children with EHCPs are not admitted through the normal admission arrangements and are placed in schools through the EHCP process. They will be allocated a primary school place by SEND Operation Team. Children with Education Health and Care Plan that name the school will be admitted to a school regardless of their place in the priority order.

There is no guarantee of a place for children living in the priority admissions area.

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. 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 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. The child has siblings in the school at the time of admission excluding the final year. This includes brothers and sisters and stepbrothers and sisters irrespective of their place of residence
3. Regular attendance of public worship (e.g. six times in a six-month period, prior to the date of submission of an application for admission to the school), in any Church of England church, in any other Christian church, or in any faith group which is a member of the local Council of Faiths. ** "In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirement of these (admissions) arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship".
4. Children of staff at the school – Where the member of staff has been employed at the school for two or more years at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children living in the priority admissions area.
6. 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.

*** Under this criteria, a Minister's/Faith Organisation Recommendation/Accreditation Form is required to be completed (these are held by the school for use by Ministers/Faith Organisations).*

Agreement for children living in the priority admission area

The LA may offer places above the published admission number (during and after the normal time of admission) in the following exceptional circumstances:

1. For infant classes at the class size limit: if the next nearest school with a space is not within a reasonable distance of the home address; or
2. For junior classes or where the admission would not breach the infant class size limit: if the journey to the next nearest school with a space is not reasonable in terms of distance, accessibility or cost.

Application Procedures

The online application facility opens in November.

Parents have the option to identify four schools in their priority order.

Parents and carers must return the Common Application for to the Planning and Admissions Department of the Local Educational Authority by the closing date at the beginning of December if they wish their child to be considered for admission during the forthcoming school year. Places will be offered to Reception children on the 16th April of the academic year applied for (or the earliest working day following this date). Letters are sent by first class post on this day so may be received several days later.

Further information regarding the application process can be found in the Primary Education in Essex Booklet which is available to view online at essex.gov.uk/admissions

Appeals

Parents and carers have the freedom to choose which school they would like their children to attend. However, if the school is oversubscribed it will not be possible to offer a place. Parent have the right of appeal against the decision of the LA within the terms of the 1998 Schools Standards and Framework Act.

Parents or carers wishing to appeal must notify the LA, Planning and Admissions Department, within 21 days of being refused a place.

Essex LA will continue to co-ordinate admissions and hold waiting lists for those parents unsuccessful in gaining place at any school ranked higher than the place offered until the start of the Autumn Term.

Late applications

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application could not have been made on time.

All late applications will be considered in accordance with the process set out in the Primary Education in Essex booklet, available to view on the website essex.gov.uk/admissions

Where it is deemed to be the case the application will be treated as 'on time'.

Late applications will be given a lower priority. If the school is over-subscribed late applications will be refused and ranked according to the admission criteria on a waiting list held for the school by Essex Admissions. Where none of the preferences of a late application can be met, a place will be allocated at the nearest school with places available.

Applications other than Reception intake and 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://www.feeringprimary.com/admissions/> and/or the school office. Mid-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. If a place is not available, a refusal will be sent and the right of appeal given if it was a first application for their group or if it was a second application resulting from a significant and material change in circumstances relevant to the application.

Monitoring and Review

This policy will be monitored by the Trust Body, who will always take due note of the guidance provided by the local Planning and Admissions Authority.

The policy will be reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area.

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