


Admissions September 2025 - 2026

THE
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PARTNERSHIP OF SCHOOLS

All processes are in-line with those agreed by Essex County Council.

Regular admission process

The Schools Planning and Admissions Department at Essex County Council allocate all intake of children wishing to join our school at the onset of Reception and year 3 in the case of junior schools. Applications can be made by post or online using the Essex Online Admissions Service at www.essex.gov.uk/admissions.

In year admission process

For mid-year applications please contact your school of choice directly so as we can advise you if there is a vacancy in that year group and if you request a place we can add your child to the waiting list which we hold. Please complete the admissions form found [here](#). Upon receipt of the form the school will write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.

Admissions priority Reception to Year 6

There is no guarantee for a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked after Children and previously looked after children (as defined in the Primary Education in Essex booklet);
2. Children with a sibling attending the school;
3. Children living in the priority admission area;
4. 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.

When considering twins, triplets or other multiple births, priority will be given to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

Distance

The school uses straight line distance to prioritise its applications. This is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week will be used by the Local Authority to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at the school, the place will be offered to one applicant on the basis of lots drawn by an officer of the Trust not involved in admissions, with the exception of twins, triplets, etc.

Siblings

For applications made in the normal admission round, or mid-year, a relevant sibling is a child

who has a brother, sister, adopted brother or sister, or stepbrother or stepsister living in the same family home and address, who attends the school with an expectation that the sibling will be attending at the time of admission. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Looked After Children

Looked after children and previously looked after children will be given first priority in oversubscription criteria ahead of other applicants in accordance with the School Admissions Code 2014.

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 (see the definition in Section 22 of the Children Act 1989).

Children with Education and Health Care Plans (EHC)

Children with or Education, Health and Care (EHCP) Plan that names the school are required to be admitted to a school regardless of their place in the priority order.

An Education, Health and Care plan (EHCP) is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special education provision required for that child.

Age of Co-ordinated Admission

The school's policy is that children born on and between 1st September 201 and 31st August 2020 would normally commence primary school in Reception in the academic year beginning in September 2025.

As required by law, we provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school of which a place has been offered) then they are entitled to that full-time place.

Deferred Entry

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the term following their fifth birthday. Compulsory school age is reached at that point.

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. Any parent interested in taking up a part-time place initially should contact the school directly.

If a parent plans to defer their child's start date until later in the school year, they must still apply at the usual time for primary school places. They should also speak to the school to discuss how they would like their child to be admitted.

Where parents choose to defer entry, the school reasonably expects that the child would start at the beginning of a new school term.

Admission of Children Outside their Normal Age Group, including for 'summer-born' children
Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will review the request on the basis of the circumstances of the case, based on their professional judgment of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers. The Admission Authority will make the final decision (the Compass Partnership of Schools).

Home Address

Applications will normally be processed on the basis of the home address for the child at the time of applications, with an expectation that the child will still reside there at the time of admission. Where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement should be provided. 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 a 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.

Address Checking

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

- UK driving licence
- 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 may withdraw the place offered.

Late Applications

Late applications will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have

made a late application may request that their child is placed on the school's waiting list.

Waiting Lists

All unsuccessful applicants will be held on a waiting list, ranked in priority order, according to the admissions criteria for the school. This applies to both on time and late applications.

The school will hold these waiting lists until the end of the autumn term, following the term in which the application was refused.

It is to be noted that waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is possible, therefore, that a child's position on a waiting list could move down as well as up.

Appeals against Admissions Decisions

If you wish to appeal against a decision to refuse a place for your child at this school you can appeal in writing and send to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, Essex CM1 1LX within 20 days of receiving the Offer Letter. Information about how to appeal against a refusal of a school place will be sent with the offer pack.

Published Admission Number (PAN) Notley Green Primary School (60)

Mid-Year Application for a Primary or Junior School Place

You should not remove your child from their current school until a place has been secured elsewhere.

Section 1 – Pupil details

Pupil surname		
First name(s)		
Date of birth	Year group	Male Female
Current school (or last school attended)		
Town and postcode of current school		
Is the child still attending? Yes No	If no, last date of attendance	
If the child is known by another name please add it here		

Section 2 – Home address

House number or name	Street	
Village	Post Town	Postcode

Section 3 – Parent/carer details

Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to child	Home phone no.	
Email address	Mobile phone no.	

Section 4 – Reasons for change of school

a) Preferred date of admission		
b) If you are moving into the area, date of move		
New address if different to Section 2		
(please attach copies of proof of address (e.g. Exchange of Contracts or signed tenancy agreement)).		
House number or name	Street	
Village	Post Town	Postcode

c) Have you discussed your reasons for wanting a different school for your child with your child's current school? Yes No	
d) Has your child attended any other primary school? Yes No	
If 'Yes' please give details:	
Name of school (1) Reason for leaving: Moved home Permanently excluded	Date of leaving
Other (please give reason)	
Name of school (2) Reason for leaving: Moved home Permanently excluded	Date of leaving
Other (please give reason)	

Section 5 – Other details

Is your child cared for by a Local Authority or is he/she a previously looked after child? Yes No
Does the child have an Educational Health Care Plan (previously known as a statement)? Yes No
If you have another child at this school please enter their de
Name Date of birth
Name Date of birth
Name Date of birth

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Section 6 – Other information

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Section 7 – Declaration

I have read the notes of guidance for the completion of this form. I confirm that the information I have given is true and that I am a parent for this child.

Signed	Date
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Please return this form directly to the school

Notes of Guidance on Completion of the Mid-Year Primary and Junior School Application Form

1. This form should be completed and then sent directly to us via the school office.
2. Once you have sent your application to us, we will write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact us.
3. If a place is offered, you should get in touch with us to confirm you are accepting the place and arrange a start date.
4. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website www.essex.gov.uk/admissions from the 'Submit an Appeal' link.
5. Applying from overseas – For non-UK citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.