



# ADMISSIONS POLICY

2026/2027

Reviewed January 2025

Approved and Ratified by the Governing Body: 28 February 2025

Highwoods Community Primary School  
Tynedale Square  
Highwoods  
Colchester  
CO4 9SN

## **Admissions Policy Statement**

Highwoods Community Primary School was granted Academy status as from 1<sup>st</sup> April 2013 and is the admission authority and has responsibility for admissions to this school.

However the Planning & Admissions Department at Essex County Council coordinate arrangements for Foundation Stage admissions. Parents must apply using the Common Application Form available online or contact 0845 603 2200 to request a paper copy. Further information is available on [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

The Headteacher, Mr Paul Disley, would be happy to show parents around the school before making an application. To arrange an appointment please telephone the school on 01206 845887.

## **Admissions Policy 2026/27**

The school has an agreed Pupil Admission Number of 60. The school will accordingly admit up to 60 pupils in each Key stage 1 and Foundation stage year groups and 62 pupils in each Key Stage 2 year groups.

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

- 1 Looked After Children and previously looked after children
- 2 Children with a sibling attending the school
- 3 Children living in the priority admission area
- 4 Remaining applications

## **Children with statements of special educational need**

Children with statements of special educational needs or an Education, Health & Care Plan (EHCP) that name the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order.

## **Looked after Children and previously 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, child arrangements, or special guardianship order\* including those who appear 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 in the care of a local authority, or 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).

\*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **Definition of Siblings**

For applications made in the normal admission round 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 or partner school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a 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 school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

## **Children living in the Priority Admissions Area**

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.

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

All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. In the unlikely event of two applicants with an identical distance competing for a single place, the place will be offered to one applicant on the basis of lots drawn by an officer of Highwoods C P School not involved in admissions.

## **Age of Admission**

Essex County Council's policy is that children born on and between 1 September 2021 and 31 August 2022 would normally commence primary school in reception in the academic year beginning in September 2026.

As required by law, all Essex infant and primary schools 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 at which a place has been offered) then they are entitled to that full-time place.

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 start of 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 parents interested in taking up a part-time place initially should contact the school for further details as to what this would entail. Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child (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. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort must be submitted. The Admissions Authority 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.

## **Waiting Lists**

The school will hold a waiting list for each year group with exception of Foundation stage. The lists are held until the end of the Autumn term, when the parents will be contacted to ascertain their need for the place to continue for the next twelve months. The parent will be required to complete and return a continued interest form to enable their child's name to remain on the waiting list.

## **Mid-Year Applications**

From 1 April 2022 a mid-year application form can be found on the school's website or from the school office. Parents are requested to complete the application form and return it to the school in person or email [admissions@highwoodsprimary.com](mailto:admissions@highwoodsprimary.com).

Parents are also advised to contact the school directly about place availability before submitting the application and also so that your child's name can be added to the waiting list held.

## **Appeals**

Parents of children who are not offered a place at Highwoods Community Primary School are entitled to appeal against the decision of the Admissions Authority (Highwoods Community Primary School trust). The appeals process will be carried out by the Statutory Appeals Service on behalf of the school. Notes of Guidance and a primary school appeal form can be downloaded from [www.essex.gov.uk/admissions/appeals](http://www.essex.gov.uk/admissions/appeals) or complete the form online.