

Milwards Primary School and Nursery Admissions Policy

Admissions Policy for 2026/27

Published Number to Admit – 30

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

1. Looked After Children(LAC), Previously Looked after Children (PLAC) and Children Previously Looked after from outside England (PLAC)
2. Children with a sibling already attending the school (Years R to 6) and will be attending the school at the date of enrolment
3. Children of staff
4. Remaining applications

Children of staff

- a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and / or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

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. Distances will be measured using the Local Authority's computerised mapping system which accurately measures the straight line distance from each individual home address to the school.

In the unlikely event of two or more 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 a school Governor on the Admissions Committee.

A 'Looked After Child' is as defined in section 22 of the Children Act 1989.

A sibling is defined as a child who has a brother, sister, step brother, step sister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination with a reasonable expectation that the sibling will be attending at the same time of admission. Biological siblings who attend the preferred school will 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.

The Governing Body are satisfied that the admission arrangements comply with the mandatory provisions of the School Admission Code and the SSFA 1998.

Applications, including late applications, will be handled in accordance with the co-ordinated admission scheme published by Essex County Council in the Primary Education in Essex booklet.

A waiting list will be held by the Local Authority until the end of the first week of the autumn term. After this date the waiting list will be held by the school.

Mid Year Admissions

Applications for school places outside the normal admissions round.

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

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 individual school(s) 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 (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. 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 Council will decide on community and voluntary controlled schools for which they are the admission authority. For foundation, VA schools and Academies, the individual schools will make the decision and the Council will then notify the parents accordingly. 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.

A County waiting list will also be kept for those who were unsuccessful for at least a term.

A waiting list will be maintained by the Academy for the duration of the year and any admissions during that year will be in line with the admissions criteria above.

All applications for places in existing year groups must be made through the Academy. Applications are available on the school website or from the school office. If a place is available the Academy will offer the place on behalf of the Governing Body.

Any unsuccessful applications will be given the right to have the case heard by an independent appeals panel.