Rolph Church of England Primary School & Nursery

Admission Arrangements 2027/28

LOVE, INTEGRITY, FELLOWSHIP, ENDURANCE

APPROVED BY GOVERNORS	Autumn 2025
POLICY TO BE REVIEWED	Autumn 2026

The Diocese of Chelmsford Vine Schools Trust is a company limited by guarantee Registered in England No 8709542.

Registered Office 53, New Street Chelmsford CM1 1AT

Rolph Church of England Primary School & Nursery

Mission Statement

'Our vision is to foster an inclusive family environment where children cherish their childhood guided by our core Christian values.'

ADMISSION ARRANGEMENTS 2027/28

Introduction

- Rolph C of E Primary School and Nursery is a member of the Diocese of Chelmsford Vine Schools Trust.
- The Trustees of the Diocese of Chelmsford Vine Schools Trust are the admissions authority. The responsibility for administering the admission of pupils has been delegated in its entirety to the Local Governing Body of Rolph C of E Primary School and Nursery.
- Subject to the availability of places, it is the policy of the Local Governing Body to admit children of parents who wish their children to be educated within this school. The Local Governing Body welcome all applications for admission to the School.
- The information given below is correct for the school year shown, but it could be altered for future years. We advise you to check with the school that no changes have occurred.

Co-ordinating Applications

Rolph C of E Primary School and Nursery is responsible for co-ordinating mid-year applications for places in the school and a Mid-Year Application Form will be required to be completed. The Mid-Year Application Form is available on the school website or from the school office. More information can be found in 'The Primary Education in Essex - guide to starting primary education' or the 'Schools Admission Policy Directory for North - East Essex' which are available on the Local Authority's website or can be requested.

Starting School - Reception Admissions

The closing date for The Common Application Forms for September Reception Admissions to be received by the Local Authority will be as published in their Admissions Booklet for that year. Also contained in that booklet will be information for parents on how to complete their application form 'on line', dates for notification to parents of admissions decisions and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the Local Authority or Rolph C of E Primary School and Nursery directly.

When there are more applications than there are places available, the Governors will apply the oversubscription criteria stated in this policy. In order that the criteria can be applied effectively and fairly, a Supplementary Information Form must be completed to support an application. A copy of which is attached or one can be downloaded from the school website and should be returned directly to the school.

For September Reception intake, applications must be made online at www.essex.gov.uk and the Supplementary Information Form must be returned to Rolph C of E Primary School and Nursery by the published closing date for applications (see Admissions Booklet).

The normal admission time is September into the Reception class. Children are admitted, at the start of the autumn term, in the academic year in which they are 5.

The school's policy is that children born on and between 1st September 2022 and 31st August 2023 would normally commence primary school in Reception in the academic year beginning in September 2027.

As required by law, Rolph C of E Primary School and Nursery provides 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.

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 for further details as to what this would entail.

Parents of summer born children may request that their child delays starting Reception until the following academic year. Supporting evidence should be provided and the school will consider the request with the support of the relevant professionals. Correspondence will be co-ordinated by the Local Authority.

Oversubscription / Waiting List

The Local Governing Body will admit up to the Published Admission Number (PAN) of **30** (KS1) and **32** (KS2).

Where the Local Governing Body is unable to offer a place because the Published Admissions Number for the year group applied for has been reached, the child's name will be automatically placed on the waiting list for that year group.

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria in this Admissions Policy.

Parents are required to notify the school immediately if there are changes of family circumstances which may affect their position on the waiting list e.g. moving house.

Applicants will be required to respond to an offer of a place within 14 days.

If parents wish their child to remain on the Waiting List, they must contact the school within 10 school days at the beginning of each term i.e. September, January and April.

In the event of a space becoming available the parents at the top of the list will be notified and offered the place. If the place is declined then the next person on the list will be contacted until such time as the space is filled. The waiting list will be compiled in accordance with the oversubscription criteria as detailed within this document. If parents wish to be considered under criteria 1, 2, 3, 4, 5, 6, 7 or 8, then they will need to complete a Supplementary Information Form which is attached and should be returned directly to the school. The Supplementary Information Form ensures that the oversubscription criteria can be effectively and fairly applied.

Please note that children who are the subject of a direction by the Local Authority to admit or who are allocated a place in accordance with a Fair Access Protocol must take preference over those on the waiting list.

Oversubscription Criteria

When allocating places within Rolph C of E Primary School and Nursery, Thorpe-le-Soken, the Governors will consider the following, in order of priority:

1. Looked after children and previously looked after children (as defined in the Primary Education in Essex booklet).

2. Children who on the date of application will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship.

3. A child whose place of residence[1] is within the boundary of the Anglican Parish of Thorpe-le-Soken and who are involved in the faith and worship of the Parish Church of St Michael's Thorpe-le-Soken on a regular basis[3].

4. A child who attends Rolph C of E Primary School Nursery.

5. A child whose place of residence[1] is within the boundary of the Anglican Parish of Thorpe-le-Soken.

6. A child, or child of parents who are involved in the faith and worship at St Michael's Thorpe-le-Soken Parish Church on a regular basis.[2]

7. A child, or child of parents, who are involved in the faith and worship of another Anglican Parish Church on a regular basis.[2]

8. A child, or child of parents, who are involved in the faith and worship of another Christian denomination on a regular basis.[2]

9. Any other remaining applicant.

In the event of oversubscription priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Straight line distances are calculated by the LA as described in the Primary Education in Essex booklet.

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[1] A child's place of residence is defined as the main address of the parent(s) with whom the child spends the majority of time during the school week and who receives the Child Benefit for the child. Parent(s) may be asked to produce original documentary evidence of the place of residence dated within three months prior to the date of application (eg Council Tax, electricity, gas or water bills) with the Supplementary Information Form.

[2] These applications must be accompanied by a completed Supplementary Information Form signed by a parish priest, minister or worship leader to verify the level of worship. Regular basis shall be interpreted as attending at least monthly and for a period of at least a year, prior to application.

"*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 requirements 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*".

Right of Appeal

Should a child be refused admission, parents have the right to appeal against the decision.

Parents wishing to appeal should write to:

Statutory Appeals Panel
PO Box 11
Chelmsford
Essex
CM1 1LX

ROLPH CHURCH OF ENGLAND PRIMARY SCHOOL & NURSERY

SUPPLEMENTARY INFORMATION FORM

Pupil's Surname ..... Date of Birth .....

All Christian Names..... Gender .....

FULL POSTAL ADDRESS .....

.....

Post Code ..... Home Phone No .....

Number of children in family ..... Position of this child in family .....

Please list brothers/sisters including dates of birth:

Name ..... D.O.B. .....

Name ..... D.O.B. .....

Name ..... D.O.B. .....

Religion ..... Place of Worship .....

Name of Priest/Pastor .....

How often do you attend worship? .....

I confirm that this information is correct .....

(Signature of Priest/Pastor)

The information on this form is correct to the best of my knowledge and belief.

Signature of Person admitting .....

(i.e. with parental responsibility)

Relationship .....

Please print name Mr / Mrs / Ms .....

TO BE COMPLETED BY SCHOOOL OFFICE

REGISTRATION DATE ..... **ADMISSION DATE .....**