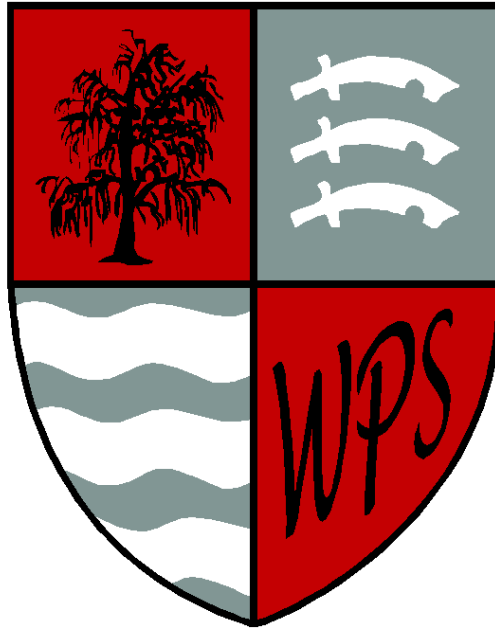


Willowbrook Primary School



Admissions Policy

ADMISSION POLICY

Rosen Crescent, Hutton, Brentwood CM13 2TU
Telephone (01277) 214662
Email: admin@willowbrook.essex.sch.uk
Community
4 - 11

DfE Number: 881-2918

Published admission number: 30

Number on roll: 209

Arrangements for Parents/Carers to Visit the School

Parents/carers are welcome to visit Willowbrook Primary School by arrangement with the school office when they move into the area or if they wish to attend a prospective parent tour around Willowbrook Primary School prior to deciding about their child's education.

Applications for Places

All applicants are required to complete and submit an admission form to Essex County Council (ECC) School Admissions Services. This can be completed online).

<https://www.essex.gov.uk/apply-for-a-primary-school-place>

The online application system has a number of benefits for parents and carers:

- you can access related information through links on the website to find out more about individual schools, such as home to school transport or inspection reports;
- when you have submitted your application, you will receive an email confirming this;
- you will be told the outcome of your online application by email on offer day if you requested this when you applied.

Admissions Procedure

Places are allocated to Willowbrook Primary School by ECC, up to the PAN, for each Year Group. There is no guarantee of a place for children living in the priority catchment area. In the event of oversubscription, places are allocated using the following criteria, in the order given:

In order of priority:

1. Looked After Children and previously Looked After Children (as defined in the Primary Education in Essex 2024/2025 booklet – link below)

https://www.essex.gov.uk/sites/default/files/2023-09/Primary-Education-in-Essex-Brochure-2024-2025_0.pdf

2. Children with a sibling attending the school; (sibling is defined in the Primary Education in Essex 2024/2025 booklet page 17).
3. Children, whose home address is in the priority admission area – a postcode checker is available via this link. [https://secureweb1.essex.gov.uk/CAS/Priority-Admissions-\(Catchment\)-Area.aspx](https://secureweb1.essex.gov.uk/CAS/Priority-Admissions-(Catchment)-Area.aspx) (as defined on page 15 and 16 of the Primary Education in Essex 2024/2025 booklet).
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.

Straight line distance* of the home address is used to differentiate between applications in all criteria and is calculated in accordance with the Essex Primary Schools Admissions booklet available to view on the website www.essex.gov.uk/admissions.

Children with an Education, Health and Care Plan

If your child already has an EHCP, they will be allocated a primary school place by the SEND Operations Team as part of the review of their EHCP starting at a primary school. Whilst you will have the opportunity to express preferences for your preferred school(s), you should do this as part of the discussions following the issue of the proposed EHCP. You must not submit an application through the main admissions process.

Please refer to page 28 of the Primary Education in Essex 2024/2025 booklet https://www.essex.gov.uk/sites/default/files/2023-09/Primary-Education-in-Essex-Brochure-2024-2025_0.pdf

Home address

Applications are normally processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement is provided.

The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident', including overnight. This is generally the address of the parent/carer.

In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application will be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and formal residence arrangement will be required

with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Where there is an eligibility for child benefit, evidence that the adult with whom the child is 'ordinarily resident' receives the child benefit may be requested.

Arrangements, where parents/carers can leave and collect children from another relative or carer on a daily basis, are regarded as childcare arrangements, and the child is not deemed to be 'ordinarily resident' with that person.

Address Checking

Where residency is relevant to an application for a school place, the Local Authority (LA) asks a random sample of applicants to provide proof of their home address. This must be a copy of one of the following:

- UK driving licence;
- Council Tax notification for current year;
- a utility bill dated within the last six months (gas, electricity, water or landline phone).

Where there is reasonable doubt as to the validity of a home address, the LA reserves the right to make additional checks including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the LA may withdraw the place offered.

Timing of Admission

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 defer the date their child is admitted to school 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 beginning of the final term of the school 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.

Summer-born children 2025

Entry if your child is summer-born (i.e. born during the period 1 April 2021 and 31 August 2021) and you want them to start in Reception in September 2026 (instead of starting in the 2025-26 academic year), this is what you will need to do:

- Send an email to admissions@essex.gov.uk stating that you want a Reception place from September 2026 and explaining why you want your child to start school from then, rather than starting in the 2025-26 academic year.
- Name up to 4 schools that you are interested in.
- You must attach an email or letter from the Headteacher of all of the schools you are applying for. The email/letter from the Head teacher must give their view on your request. If this is not provided, we will be unable to process your request.
- Attach with the email any supporting evidence. Examples of evidence could include a letter from the current nursery, a health professional etc.

You should send all of the above to us as soon as possible. Once this has been received, for any Essex community or VC schools, the Council will decide whether an application for the Reception admission round for September 2026 will be processed. For foundation VA schools and Academies, the individual schools will make the decision. There are no guarantees that your request to delay your child's admission until September 2026 will be automatically agreed.

You will be notified by ECC whether an application for the schools you named in your request will be processed for Reception in September 2026. We advise you to make any such request as soon as possible because if your request is not agreed, you will need to make an application for a place for the school year starting in September 2025, and the deadline for you to do this is 15 January 2025.

The process to be followed and further information is defined in detail in the 'Primary Education in Essex 2024/2025' booklet, please refer to pages 10-12

https://www.essex.gov.uk/sites/default/files/2023-09/Primary-Education-in-Essex-Brochure-2024-2025_0.pdf

The County Council 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. Further details are provided in the 'Primary Education in Essex 2024/2025' booklet. 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.

Mid-Year Applications

Applications for school places outside of the normal admission round, whether in-year or at the start of the school year, which is not a normal point of entry to Willowbrook Primary School, should be made to ECC, using its common application form.

<https://www.essex.gov.uk/move-to-a-different-school-mid-year-admission>

(changing from one primary to another)

Late Applications

All applications received after the closing date will normally be treated as late. This means your application will be dealt with after all on time applications have been processed, unless you have provided evidence that shows that the application could not reasonably have been made on time due to exceptional circumstances. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional. All late applications will be considered by LA officers to determine whether there are exceptional circumstances. Where that is deemed to be the case, the application will be treated as 'on time'. Even if there are reasons why you could not apply on time, all applications or requests for new preferences and changes received after the published closing date will be treated as late and will be held to be considered only after the national offer day. Please refer to page 9 of the Essex County Council Primary Schools Admission booklet for further information.

Waiting Lists

School Admissions will hold waiting lists for all oversubscribed schools until the end of December in the year of admission and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place.

Appeals against admission decisions

You have the right of appeal for any school named on your application that has not offered your child a place, including schools named as a lower preference than the school offered. Appeals should be lodged within 20 school days of being refused a place. More information is available on the website and the Primary Education in Essex 2024/2025 booklet

<https://www.essex.gov.uk/schools-and-learning/schools/admissions>

https://www.essex.gov.uk/sites/default/files/2023-09/Primary-Education-in-Essex-Brochure-2024-2025_0.pdf

Essex County Council Primary Schools Admission booklet

Please refer to the Primary Education in Essex 2024/2025 booklet for further information.

https://www.essex.gov.uk/sites/default/files/2023-09/Primary-Education-in-Essex-Brochure-2024-2025_0.pdf