



## Determined Admission Arrangements Primary schools 2016/17

These arrangements apply to the Primary schools operated by St Clere's Co-operative Academy Trust, namely East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School and Thameside Primary School.

If a school is oversubscribed, places are allocated in accordance with the school's published admission criteria (also known as admission policies or admission arrangements.)

The admission authority for a school or academy must set admission arrangements annually.

For the above named schools, the admission authority is St Clere's Co-operative Academy Trust.

### Oversubscription criteria

When there are fewer applications for places in a particular school than the published admission number for that school all legitimate applications will be met with the offer of a place there.

Where there are more applicants than places, the following oversubscription criteria (admission criteria) will be used for deciding which applications have priority. These criteria are set out below in the order in which they are applied.

1. **Looked after children and previously looked after children** – Children in public care and children previously looked after will automatically be given first priority over other categories where priority is claimed on the application form and validated by the local authority.
2. **Special reasons** – Priority for admission may be given where there are exceptional social, medical or educational reasons for admission to a particular school. These reasons must be supported by evidence from a relevant professional (e.g. a doctor or a social worker) and must be submitted with the application for admission. The purpose of this criterion is to give priority to pupils with a specific need that can be met specifically at one school rather than another. The threshold for a successful application under this criterion is high and such cases are likely to be rare since all schools are able to offer support and facilities for a wide range of needs.

3. **Children transferring from partner infant schools** – This is for children transferring from an Infant School (Year 2) to a Junior School (Year 3) admission only.
4. **Catchment area siblings** – Children whose normal place of residence is in the catchment area of the school at the closing date for applications, and who will have a sibling at the school at the point of admission, in distance order with those living closer having higher priority.
5. **Catchment area children** – Children whose normal place of residence is in the catchment area at the closing date for applications in distance order with those living closer having higher priority.
6. **Non-catchment area siblings** –Children whose normal place of residence is outside the catchment area of the school at the closing date for applications and who will have a sibling at the school at the point of admission in distance order with those living closer having higher priority.
7. **Non-catchment area children** –Children whose normal place of residence is outside the catchment area at the closing date for applications in distance order with those living closer having higher priority.

## **Further information about admission criteria**

### **Distance**

The distance measurement used is the shortest straight line distance from home to school. For most schools the straight line distance measurement is taken from the front door of the home address to the main school gate. Addresses within the same apartment block will be regarded as a tie and resolved using the tie breaker.

### **Siblings**

For the purpose of allocating places siblings will be defined as:

- full siblings living at the same address
- step siblings living at the same address
- half siblings living at the same address
- long-term foster siblings living at the same address at the date of application and admission

### **Children attending a school nursery class**

Admission to or attendance at a school nursery class does not guarantee, or give any priority, for admission to the main part of a primary or infant school.

### **Multiple births**

When there are not enough places remaining in a particular criterion to allow all children from a multiple birth to be admitted within the published admission number, the local authority will admit the others as excepted pupils in the terms of the infant class size legislation so as to allow all children from that multiple birth to attend the same school.

### **Tie breaker**

In circumstances where more than one child is entitled to the same place the place will be offered using the random allocation system (a lottery). This process will be administered by the school admissions service and supervised by an independent witness.

### **Other offers**

Applications that are not met with an offer of a preferred school will receive an offer at the catchment school if there are vacancies or at the next nearest school with vacancies. Distance measurement used to assess the next nearest school is shortest walking distance

## The Admissions Process

In line with other Thurrock schools and academies, St Clere's Co-operative Academy Trust are part of the Local Authority's co-ordinated admissions arrangements. Thurrock Council administer the application and offers of places on our behalf.

### Arrangements for September 2016 Admissions

If you have a child who was born between 1 September 2011 and 31 August 2012, you must apply for a school place for September 2016. Even if you do not want your child to start full time schooling until reaching statutory school age in the term following their fifth birthday you should apply now and defer admission.

Alternatively, if your child was born between 1 September 2008 and 31 August 2009 and is starting year 2 at an infant school in September 2015, you must apply for a school place at a Junior school for September 2016 (Infant to Junior transfer). If you wish to apply for a Year 3 place in a primary school you must complete an in-year transfer application.

### When do I need to apply?

You need to get your application to us by the closing date of 15 January 2016. You can apply from Monday 2 November 2015. In order to maximise your chances of being offered one of your preferred schools you are strongly advised to get your application in on time.

### How do I apply?

The easiest way to apply is online. Go to [thurrock.gov.uk/admissions](http://thurrock.gov.uk/admissions) and follow the instructions on screen. If you do not have internet access at home you can still apply online at your local library or at the council offices in Grays. Once you have created your own personal account you will be able to complete an application, review, amend and submit it online. You will also get an automatic confirmation that your application has been received.

Once you have submitted your application online, if you make any changes e.g. change preference order, **you must re-submit the application**. If you change your email address you must notify the Admissions Team at **[school.admissions@thurrock.gov.uk](mailto:school.admissions@thurrock.gov.uk)**

Information for parents applying for a Primary school place  
Apply online at [thurrock.gov.uk/admissions](http://thurrock.gov.uk/admissions)