



Admissions Policy

January 2026



Admissions Policy

Admission for 2027-2028

Date Policy was formally adopted	January 2026
Review Date	January 2027
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Note: Public Consultation on the admission criteria will need to take place in 2027.

Admission authorities must provide for the admission of all children in the September following their fourth birthday, although:

- a) Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. When 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.
- b) Parents can request that their child attends part-time until the child reaches compulsory school age.

Parents who require a place for their child must complete a Common Application Form (CAF). This is available on the Local Authority website and should be completed by **their stated closure date** for admission.

Rodings Primary School has made the decision not to offer flexi-schooling, meaning attending school for part of the week and learning at home for the remainder.

Pupils will be admitted without reference to ability or aptitude.

Under section 324 of the Education Act 1996 children with Education and Health Care Plans (EHCP) will be admitted to Rodings Primary School if it is named on their EHCP. These children will not be included in the oversubscription criterion.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit :-

- a) Looked After Children. *
- b) Where the child resides within the priority area of the school (as indicated on the Essex County Council catchment checker website) and has a sibling currently attending the school in any year, with the exception of the final year (Year 6)‡;
- c) Where the child resides within the priority area of the school (as indicated on the LA catchment checker website);
- d) Where the child resides outside the priority area and has a sibling currently attending the school in any year, with the exception of the final year (Year 6)‡;
- e) Children of staff at the school where:
 - a) 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.

f) Proximity of the child's home to the school with those living nearer being accorded priority. Distance is calculated by the Local Authority, as defined in the Primary Education in Essex booklet, by the use of a Geographical Information System which accurately measures the straight line distance from the home address to the school. If necessary distance will be used to distinguish between candidates who meet the criteria in a, b, c, d and e above.

The school is publishing an admission number of 30 for the 2027/28 school year.

If a child is refused a place at our school, parents will have the right of appeal to an independent statutory appeal committee.

If the application for a place is refused (whether there is an appeal or not) a waiting list for admission will be maintained, and ranked in line with the admissions criteria. The waiting list will be held by the school until the end of the academic year.

Mid-Year Admissions

Rodings Primary School is responsible for considering mid-year applications.

If parents want their child to transfer to Rodings Primary School during the academic year, applications must be submitted to the school through the school website using the [Mid - Year Application Form](#). Further information about applications can be found on the school website: [Rodings Admissions](#).

If there are no available places in the required year group, applications will be forwarded to Essex County Council for further consideration.

Applicants can also view the Primary Education in Essex booklet here www.essex.gov.uk/admissions-booklets-policies-and-forms/admission-booklets

* A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a Local Authority, or (b) 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).

‡ Local Authority sibling definition applies.

For definitions for 'parent responsibility' and 'home address' please refer to the Primary education in Essex Brochure using the link above.

Glossary of Terms and Abbreviations

Term/Abbreviation	Meaning
Admissions Authority	Rodings Primary School
CAF	Common Application Form
EHCP	Education, Health Care Plan
Local Authority or LA	Essex County Council
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, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) 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).