



Corringham Primary School

(Including: Corringham Primary Pre-School and Speech and Language Enhanced Provision)

Admissions Policy

2018/2019

ADMISSIONS POLICY

Starting primary school is a key moment in a child's life and as a parent. This policy is to ensure that you make the most well-informed and timely decisions possible. The information that follows is designed to help you do that.

Corringham Primary Pre-School

The pre-school regulates the number of children in attendance using the guidance outlined in 'Safeguarding and Welfare' requirements of the Early Years Foundation Stage Education. Currently there are 32 children attending each session.

Criteria For Admission To The Pre-School

The Pre-School is a 64 place provision. The government funds children for 15 hours a week. The Pre-School has a major intake in September of children who will be 2 years old during that academic year. The Governors of the school will offer children a place in the Pre-School once they have reached their second birthday (from the term they turn 2 years) according to the criteria in the following order of priority:

- Children in the care of a Local Authority (Looked After Children).
- Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.)
- Children who live with parents who are employees of ORTU Federation (Corringham Primary School, Corringham Primary Pre School, Gable Hall School, Stanford and Corringham Sixth Form College and Hassenbrook Academy) provided that the employee has been employed by the Trust for a minimum of 2 years at the date of application or to fill a vacant post for which there is a demonstrable shortage.
- Children who have an elder sibling currently attending Corringham Primary School in the September of the year of their admission. **Please note: children who are in the Pre-School do not have automatic entrance into the Primary School.**
- Children eligible for Thurrock Council's Free Early Years Education funding, including 2-year-old funding.
- The position of the children's home address in relation to the Pre-School straight line distance from the front door using Google Maps distances.

Allocation of preferred sessions

Parents will be asked to say which sessions they would like when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session.

Consideration List

A consideration list will be kept by the school of names, addresses, date of birth telephone number and date registered of children who are interested.

No child will be placed on the consideration list until they have reached their second birthday.

The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

Decisions On Places

- Decisions will be made by the Pre-School Admissions Panel of the School's Governing Body. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options.
- Decisions will be final and there is no right of appeal
- The offer of a Pre-School place DOES NOT in any way mean automatic entitlement to the Primary School.
- Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.
- Parents whose children attend all day will be expected to provide a packed lunch.

Leavers During The Year

If a child is withdrawn by their parents from Pre-School during the school year, parents must give the school a minimum of 4 weeks notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the Pre-School then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the Pre-School will in no way influence the decision on being offered a place.

Adhoc Spaces

When adhoc sessions become available during term time children already attending the pre-school are offered additional sessions.

During the Spring term, when we know of how many children will be leaving for primary school, we will send out letters to parents of existing children to indicate their preferred sessions for the following September. Children will automatically keep their existing sessions and requests for additional spaces or changes will be considered and allocated using the admissions criteria.

Attendance and Loss Of Pre-School Place

- If attendance and punctuality are poor or erratic the Pre-School Manager will talk to parents and remind them that for the child to benefit fully from Pre-School education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder.
- If after a period of two weeks attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with the Pupil Family Support Leader.
- If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.
- If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

Transfer From Pre-School Into School

- All parents and carers must be made aware that a place in the Pre-School does not guarantee a place in the school and that they must still go through the correct Thurrock Admissions procedure
- The Pre-School staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Pre-School staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

Corringham Primary

Pupils are admitted to the school's Reception classes in September following their fourth birthday.

Applications are made through Thurrock Council Education Department. Admissions through the year or to other year groups are also through Thurrock Council Education Department.

The admissions criteria for Corringham Primary School are as follows:

If there is oversubscription for the 60 places available the oversubscription criteria are applied:

When there are fewer applications for places than the published admission number 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 all children previously looked after will automatically be given first priority over other categories where priority is claimed on the application and validated by the relevant local authority.

2 Special reasons

Priority for admission may be given where there are exceptional social, medical or educational reasons for admission to this 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 of Employees of the ORTU Federation

Children who live with parents who are employees of the ORTU Federation (Corringham Primary School, Corringham Primary Pre School, Gable Hall School, Stanford and Corringham Sixth Form College and Hassenbrook Academy) provided that the employee has been employed by the Trust for a minimum of 2 years at the date of application or to fill a vacant post for which there is a demonstrable shortage.

4 Priority Area Siblings (formerly known as 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 this school at the point of admission, in distance order with those living closer having higher priority.

5 Priority Area children (formerly known as 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-Priority Area Siblings (formerly known as 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-Priority Area Children (formerly known as Non-Catchment 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.

GLOSSARY

Distance

The distance measurement used is the shortest straight line distance from home to school.

This is the straight line distance measurement is taken from the front door of the home address to the main school gate (Upper School).

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 the school nursery / pre-school

Admission to or attendance at our Pre-School **does not guarantee**, or give any priority, for admission to the main part of a primary.

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.

For Parents/Carers who Wish to Appeal

Parent(s) wishing to appeal against the Academy's decision on admissions, for any year group, should complete an Appeal Form (**see below**) stating the reason for the appeal, based on the published Admissions Criteria.

If you wish to appeal you must **contact the Admissions Team at Thurrock Council** who will send you an appeals form to complete.

Completed forms should be sent to the Clerk to the Appeal Panel at:

Thurrock Council Admissions, Civic Offices, New Road, Grays, Thurrock, RM17 6SL.
Tel: 01375652883 or via the admissions website at www.thurrock.gov.uk/admissions

The appeals will be heard, in private, by an Independent appeal Panel. The Clerk to the Appeal Panel will make an appointment within a reasonable time; Appeals may be made in English or the Parents'/Carers' first language.

- Only one appeal per application is allowed.
- Appeals are conducted in person, and you may bring a friend.

The Appeal Hearing

Thurrock Council will arrange for an Independent Appeals Panel to consider the Academy's reasons for refusal and your reasons for wanting to attend the School.

The Panel will consist of 3 people (2 will have education experience and one will be an independent person with no education experience).

The Panel will consider the case put forward by you and the School. They must consider the admission arrangements for the School and the reasons why you want to attend that particular school. The Panel must exercise its discretion by balancing the weight of your argument (for wanting to attend) against the School's reasons for refusal i.e. the prejudice that one more student would cause to the education of the students already offered and the Health and Safety of all the students already attending the School, also taking into account the School's published admission arrangements.

The decision of the Independent Appeals Panel is binding on the admissions authority and the Parents.

[Click here for a link to the Thurrock Council Admissions Appeal timeline.](#)

IN YEAR ADMISSIONS

If you would like to apply for a place in our school mid academic year you will still need to contact Thurrock Admissions via the link below.

[Thurrock Council In-year admissions](#)

Contact numbers

Admissions Team: 01375 652883

Office hours: 8.45am - 5.15pm Monday to Thursday
8.45am - 4.45pm Friday

SPEECH AND LANGUAGE ENHANCED PROVISION

We have 60 children in each year group and 20 places in the Speech and Enhanced Provision.

For Admission to our Speech and Language Enhanced Provision please contact Thurrock Council's Special Education Needs Team on 01375 652555 or email sen@thurrock.gov.uk.

The Admission Criteria is detailed:-

Pupils attending the Enhanced Provision need to meet all of the following criteria:

- Have a specific language impairment, which may present in:
 - Receptive and/or expressive difficulties; and/or
 - have a severe speech disorder including verbal dyspraxia
- Have been seen for initial assessment by the speech and language therapy service and have been identified as having specific language impairment as primary need
- Be able to benefit from:
 - Intensive speech and language therapy
 - Access to the curriculum through specialised teaching approaches planned jointly by the teacher and therapist
 - Specialist programmes to support S.L.I children, e.g. cued articulation, signing systems etc.
 - Contact with a mainstream class
- Have a cognitive ability within the average range
- Some pupils may exhibit frustration or attention difficulties relating to their speech and language impairment but emotional and behaviour difficulties, hearing, physical disability or autism should not be the primary impairment

Further information may be available from Thurrock Council's website:-

[Thurrock Council Education and Learning](#)