



## **Tudor Court Primary School**

### **Admissions Arrangements for September 2024/25 Intake**

Reviewed - HT	23rd November 2022
Assigned to Committee	FGB
Frequency of Review	Annually
Agreed by the Governing Body	2nd February 2023

## **Introduction:**

Tudor Court is a Primary School located in Chafford Hundred, Thurrock.

Our Governors have delegated responsibility for admissions to school places in our **Reception Year** and **Years 1, 2, 3, 4, 5, 6**, to Thurrock Council who manage the application and appeal process for all school places.

## **Published Admission Numbers (PANs)**

- The PAN for Reception Year in September 2024/2025 is 90 pupils.

## **Statutory Maximum Infant Class Sizes**

- The statutory maximum class size for all Year Groups is 30 pupils per teacher.

## **Nursery Places**

Tudor Court Primary School is the admission authority for all **Nursery** places. Please see our separate Nursery Admissions Policy available on our website [www.tudorcourtprimary.com](http://www.tudorcourtprimary.com)

## **Transfer From Nursery Into Reception**

All parents must be aware that a place in our Nursery does not guarantee a place in the main school and they must apply to Thurrock Council Admissions Team for a Reception place.

Our Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school.

## **In Year Admissions**

Admissions after the age of 5 (referred to in-year admissions) will be handled by Thurrock Council Admissions Team. Parents are advised to contact Thurrock Council directly as they facilitate In-Year school transfers and will apply the admissions criteria as per our admissions policy.

## Reception Year

It is the parent's responsibility to register their child for a mainstream school place, to undertake statutory education. This information is available from Thurrock Council School Admissions Team on 01375 39000 (main switchboard) or parents can apply online at [thurrock.gov.uk/admissions](https://thurrock.gov.uk/admissions)

Therefore all parents must apply to Thurrock Council for a place at the school for their child. Children will be admitted in the September following their fourth birthday. Applications for admissions to Reception Year in the normal admissions round is Monday 15<sup>th</sup> January 2024.

The current admission policy of Tudor Court is operated by the Thurrock Council Admissions Team. Information about the arrangements for admissions is set out in the '**Primary School Admissions Brochure**'. Copies of the booklet and application form are available from Thurrock Council website. [Applying for a primary school place | Primary school admissions | Thurrock Council](#)

Parents of Reception children in Thurrock will be required in the autumn term prior to the school year of admission, to complete a Local Authority Application Form stating an order of preference for all schools.

The decision as to whether applications are successful depends upon the numbers in school at the time and upon the criteria laid down by Thurrock's Primary School Admissions Brochure.

When thinking about which schools to apply for, it is very important that you take into account each school's oversubscription criteria. These describe how offers of places are determined, and who gets priority when a school is oversubscribed.

The School will offer places on a full time basis for the start of the Autumn term 2024.

## **Admission Criteria**

If there are fewer requests for places at a school than the Published Admission Number (PAN) can admit, then the admission authority is able to agree to all requests. Where there are more applicants than places, the admission authority is required to have criteria for deciding which requests have priority. These criterias are set out below in priority order; from the school's admissions policy.

### **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. Looked after and previously looked after children will be considered to be:

*Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made;*

*and*

*Children who have been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).*

Applications under this criterion can only be considered if supporting documents, in the form of a copy of the adoption order, residence order or special guardianship order, together with a letter from the local authority that states she/he was looked after immediately prior to the order being made, is submitted with your application.

### **2. Special Reasons ~ Social and Medical**

Priority for admission may be given where there are exceptional social, medical or educational reasons for admission to 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. Catchment area siblings**

Children whose normal place of residence is in the catchment area (Chafford Hundred RM16 6 postcodes) 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.

### **4. Catchment area children**

Children whose normal place of residence is in the catchment area (Chafford Hundred RM16 6 postcodes) at the closing date for applications in distance order with those living closer having higher priority.

### **5. Non-catchment area siblings**

Children whose normal place of residence is outside the catchment area (Chafford Hundred RM16 6 postcodes) 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.

### **6. Special Educational Needs (SEN)**

Children with an Educational Health and Care Plan (EHCP) that states Tudor Court Primary School in the plan.

### **7. Non-catchment area children**

Children whose normal place of residence is outside the catchment area (Chafford Hundred RM16 6 postcodes) at the closing date for applications in distance order with those living closer having higher priority.

## **Distance**

Distance from home to school (measured in a straight-line in metres by digital mapping system) will be used to allocate school places. Pupils living nearer to the school are given higher priority. The straight-line distance measurement is taken from the front door of the home address to the main school gate in Bark Burr Road, opposite the main school office.

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

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

## **Multiple Births**

If one child from a multiple birth is accepted under the above arrangements, then all children from that birth will be admitted.

## **Tie Breaker**

Random allocation will be used as a tie-break if a decision needs to be made between two children who are ranked the same on the above criteria. This process will be independently verified.

## **Equality Act**

Thurrock Council will ensure on Tudor Court's behalf that their admission arrangements do not discriminate on the grounds of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.

## **Special Cases**

The admission authority may also give priority for admission to a child where there are other exceptional social, medical or educational reasons for admission to a specific school. In particular where there are specialised facilities or expertise appropriate to the child's needs exist within the

school applied for. These reasons and any supporting evidence (e.g. from a doctor, social worker or educational psychologist, etc.) **must** be submitted with the application for admission.

### **Thurrock Fair Access Policy**

Thurrock has a Fair Access Protocol; this is to ensure that we discriminate positively in favour of Vulnerable Children. The basis of this policy is:

- To ensure that vulnerable young people who are not on the roll of any school are placed quickly, with appropriate reintegration programmes and support that will prepare the child for success in learning and in the school community
- To minimise the time that any child, including high need pupils, spends out of school
- To ensure that schools admit pupils with challenging needs on an equitable basis
- For the admission authority to be fair and transparent, inspiring the confidence of schools and acting as “honest broker”, and playing its part in providing high-quality information about the child to support reintegration.
- All schools in Thurrock participate in this scheme.

To find out more please refer to our Privacy Statement available to view on our website.

### **Co-Ordinated Admission Arrangements For Thurrock Schools**

Admissions arrangements require that applicants apply to the local authority by the closing date of 15<sup>th</sup> January 2024.

All on-time applications are processed and places allocated under the ‘Thurrock co-ordinated admissions arrangements.

Places are offered in accordance with the published admissions criteria, up to the limit for the year group.

### **Appeals**

Unsuccessful applicants have a statutory right of appeal to an Independent Statutory Appeals Panel.

### **How Will We Use Your Information?**

Thurrock Council and ourselves will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud.