

ADMISSIONS

Admissions Policy

Fair, lawful and transparent admission arrangements



Adopted: September 2026

Review Date: September 2027

Great Leighs Primary School is a community school. Admissions are administered by Essex County Council and the most up-to-date admission arrangements, application deadlines and appeals information can be found in the annual Essex County Council Primary Education Admissions Booklet.

1. Introduction

Great Leighs Primary School is a community school maintained by Essex County Council.

Essex County Council is the admission authority for the school and is responsible for determining and administering admission arrangements in accordance with the School Admissions Code 2021 and School Admission Appeals Code 2022.

This policy sets out the arrangements for admissions to Great Leighs Primary School and should be read alongside the annual Essex County Council Primary Education Admissions Booklet.

[Admissions booklets, policies and forms: Application forms | Essex County Council](#)

2. Our Principles

At Great Leighs Primary School, we are committed to:

- Providing an inclusive and welcoming environment for all children.
- Ensuring admissions are administered fairly, transparently and consistently.
- Complying with all statutory admissions requirements.
- Treating all applications equally regardless of race, religion, gender, disability, social background or ability.

Where a child has an Education, Health and Care Plan (EHCP) that names Great Leighs Primary School, the school is required by law to admit the child.

3. Published Admission Number (PAN)

The Published Admission Number (PAN) for Reception is:

30 pupils per academic year.

If more applications are received than there are places available, Essex County Council will apply the oversubscription criteria outlined below.

4. Reception Admissions

Children are normally admitted to Reception in the September following their fourth birthday.

Applications for Reception places must be made through Essex County Council in accordance with the timetable published annually by the Local Authority.

Parents and carers can access information, application forms and guidance through Essex County Council's admissions service. How parents and carers can apply for their child to be admitted to our school

[Admissions booklets, policies and forms: Application forms | Essex County Council](#)

5. Oversubscription Criteria

When there are more applications than places available, Essex County Council will allocate places according to its published admissions criteria.

At the time of publication, places are allocated in the following priority order:

1. Looked After and Previously Looked After Children

Children who are:

- Looked After by a local authority; or
- Previously looked after, including children who appear to Essex County Council to have been in state care outside England and ceased to be in state care because they were adopted, where the statutory criteria are met.

2. Children with a Sibling at the School

Children who have a sibling attending Great Leighs Primary School at the time of admission.

3. Children Living in the Priority Admission Area

Children whose permanent home address is within the school's defined priority admission area.

4. Remaining Applications

All other children.

Where there are more applicants within any category than places available, priority will be given to children living closest to the school measured by straight-line distance from the home address to the school.

The final determination of admission arrangements and oversubscription criteria rests with Essex County Council as the admission authority.

6. Deferred Entry and Part-Time Attendance

Parents may defer the date their child is admitted after a place has been offered, but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made.

Parents may also request that their child attends part-time until compulsory school age is reached.

Details regarding deferred entry should be discussed with the school and Essex County Council following the offer of a school place.

7. Summer-Born Children

Parents of summer-born children (born between 1 April and 31 August) may request that their child is admitted outside their normal age group.

Each request will be considered individually by Essex County Council in consultation with the school, taking account of the child's best interests and the requirements of the School Admissions Code.

8. In-Year Admissions

Applications for places outside the normal Reception admissions round are known as in-year applications.

Parents wishing to apply for a place during the academic year should contact Essex County Council Admissions or submit an application through the Local Authority admissions process.

Where a place is available, it will normally be offered.

If a place cannot be offered, parents will be informed of their right of appeal.

9. Waiting Lists

Essex County Council maintains waiting lists in accordance with its published admissions procedures.

Children's positions on a waiting list are determined solely by the oversubscription criteria and not by the date on which they were added to the list.

A child's position may move up or down if other applicants join or leave the waiting list.

10. Admission Appeals

Parents whose application for a school place is unsuccessful have the right to appeal to an independent appeal panel.

Information about the appeals process will be provided by Essex County Council when an application is refused.

The decision of an independent appeal panel is binding on all parties.

11. Infant Class Size

In accordance with legislation, infant classes (Reception, Year 1 and Year 2) normally have no more than 30 pupils per school teacher.

11A. Status of this document

Because Great Leighs Primary School is a community school, this document explains rather than determines admission arrangements. Essex County Council's formally determined arrangements, published admission number, priority admission area, definitions, tie-breaks, waiting-list rules and application dates prevail if there is any difference.

The Governing Board's approval confirms that the school will implement and publish the admission authority's arrangements; it does not amend those arrangements. The school will check the live Essex arrangements before publication each year.

12. Monitoring and Review

The Governing Body will review this policy annually to ensure compliance with current legislation, the School Admissions Code and Essex County Council admission arrangements.

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