

INGATESTONE INFANT SCHOOL  
ADMISSIONS POLICY

Arrangements for parents visiting the school

The Headteacher is always pleased to show prospective parents around the school and provide further information. Appointments can be made by telephone or by calling at the school office.

**Admission arrangements**

- We admit children in the September following their fourth birthday.
- Children will attend school full time. In special circumstances arrangements for part-time (mornings only) until half-term or the end of the autumn term may be made by agreement with the school.
- Entry is phased over the first two or three weeks of September to enable us to give each child a high level of individual attention during their first few days at school.

**Application for places**

Application is made through Essex County Council's Admission Department. The published admission policy is: Admission number: 45

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children
2. Children with a sibling attending the school or the partner junior school
3. Children living in the priority admission area
4. Remaining applications

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children).

**Agreement for children living in the published admission area**

The LA may offer places above the published admission number in the following exceptional circumstances:

- 1, for infant classes at the class size limit: if, outside the normal admission round, the next nearest school with a space is not within a reasonable distance of the home address; or
- 2, where the admission would not breach the infant class size limit: if the journey to the next nearest school with a space is not reasonable in terms of distance, accessibility or cost.

Application for admission can be found at:

***[www.essex.gov.uk/Education-Schools/Schools/Admissions](http://www.essex.gov.uk/Education-Schools/Schools/Admissions)***