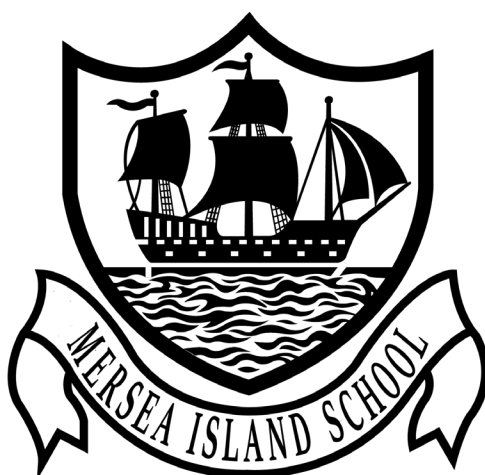




Admissions Policy

For Sept 2025 - 26

MERSEA ISLAND SCHOOL

Barfield Road, West Mersea, Colchester, Essex, C05 8QX

Tel: 01206 382736

Email: office@merseaschool.org
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It is the policy of the school to accept any pupil living on Mersea Island, whose parents request a place. This is subject to our admissions priority criteria and a place being available. The geographical situation of the school on a tidal island some miles distant from any other school necessitates this policy. Where places are available, we are also able to admit pupils from off the island, again this relates to our admissions criteria 4. The Governing Board will take every step to increase the teaching area at the school by additional building development to meet the existing and future needs of the community it serves.

ADMISSIONS – from JANUARY 2023 onwards

Procedure for Admission of Nursery Pupils

Admission will be by application through the school office. We have capacity for up to 48 children aged from 2-4 years old. It is advisable to place your child on the waiting list well in advance of their second birthday.

- Non-funded places are available
- Nursery offer funded places in accordance with the Code of Practice for Early Years and Childcare Providers.
- In the event we are full, we hold a waiting list and take into account the following:
- The age of the child, with priority given to children who are eligible for the free entitlement, including eligible two year olds.
- The length of time on the waiting list.
- The vicinity of the home to the setting.
- Whether any siblings already attend the setting.

Failure to comply with the terms and conditions may result in the provision of a place being withdrawn.

Procedure for Admission of Reception Pupils

The Annual Admissions Number from September 1st 2025 will be 60.

Pupils who reach their 4th birthday on or before 31st August will be admitted to the school, without reference to ability or aptitude, at the start of the following autumn term. Pupils may attend part-time or full-time until reaching statutory school age, when full-time is obligatory. Attendance part-time is for a minimum of five sessions per week.

Pupils with Education and Health Care Plans pupils whose statement of special education needs names this school will be admitted irrespective of the admissions criteria outlined in this policy.

Admission will be by application through the co-ordinated Primary Admission Scheme operated by Essex County Council. Applications are made online at www.essex.gov.uk/admissions. Information on closing dates for applications for admission in September 2025 will also be available from this website.

Essex County Council will allocate places in accordance with the Admissions Policy.

The County Council will send out offers of places at all schools in early May to all pupils living within Essex.

Over Subscription

Where applicants 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:

1. Looked After Children and previously looked after children (as defined in the Primary Education in Essex 2022/2023 booklet).
2. Child has a sibling or sibling link, attending the school at the time the place is offered, excluding those in Year Six who will have left the school by the time of admissions.
3. Child resides on Mersea Island.
4. All other applications.

In the event of oversubscription criteria within any of the above criteria, priority will be determined by straight-line distance, with those living nearer being given the higher priority. Straight line distances are calculated by the LA as described in the Primary Education in Essex booklet.

Where the number of applications for places exceeds those available, the school will hold a waiting list.

Details of admissions arrangements and appeals for the current year are available from the school office. Parents have a statutory right to an independent appeal panel if their request for admission is refused and they wish to appeal.

From September 2001, regulations came into force restricting the number of pupils in any class at KS1 to **30**. It is the policy of the Governing Board to achieve a maximum of 30 pupils to a class at both Key Stages whenever practicable.

* Sibling Link Definition – ‘A child living in the same family unit, in the same family household and address’.

Waiting Lists

The school maintains a clear, fair and objective waiting list until at least 31 December of each school year of admission. Each time a child is added it is required that the list is ranked in line with

the oversubscription criteria (see above). Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

Deferred entry

The parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents considering deferring their child's entry should contact the school to discuss this further and then make a request to Essex County Council as the admitting authority for their approval, setting out all necessary evidence to support this request.

Late Applications

Applications for a place in Early Years submitted to Essex County Council after the closing date, which in the view of the admitting authority could have been completed on time, will be accepted but treated as late applications. Late applications will only be considered after all on time applications have been considered and the initial allocation of places has been made (April).

Admission arrangements for a place in the EYFS outside the normal admissions round and applications for a place in EYFS to year 6 during the current academic year.

Applying for a mid-year place at our school (From 1st April 2022)

All in-year applications should be made directly to the school, using the in-year application form. In-year applications are any application for a school place made to a year group, apart from September admissions to Reception. For applications to existing year groups, a place will be offered when the number of pupils in the relevant year groups is below the admission number for that year group. Please note: if an in-year application is received during a school holiday period, we will respond as soon as possible when school reopens.

Details regarding the school applications can be found [here](#).

This policy was agreed by: The Governing Board of Mersea Island School
Date: