



Katherine Semar Infant School admission arrangements for 2024/2025

Introductory statement

Katherine Semar Infant School operates as part of Saffron Academy Trust. It is for children aged 4-7 years. The Infant School shares its site with a partner junior school (Katherine Semar Junior School) which is for children from 7-11 years. Both schools operate under one Executive Headteacher.

Admission number(s)

The school has an admission number of 60 for entry in year R (Reception).

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

The Local Authority co-ordinate arrangements for Reception Intake admissions. They will produce an electronic common application form for Reception Intake admissions which will be distributed in the Autumn Term to enable parents to apply for up to four schools in ranked preference order. Copies of the form are also available direct from the L.A. Parents should make their online application, stating their preference for Katherine Semar Infant School.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. The children of permanent members of the teaching and support staff employed by SAT and working at Katherine Semar schools where the member of staff has been employed at the school for two or more years at the time when the application for admission to the school is made.
3. Children with a sibling attending the school or the partner junior school at the time of their admission.
4. Children living in the priority admission area.
5. Other children

Tie-break

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. 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. Straight line distances are calculated by the LA as described in the Primary Education in Essex 2024/25 booklet.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the Local Authority after 15th January 2024 will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Appeals

Parents refused a place have the right to appeal and details of the appeals procedure and who to contact will be included in the refusal letter.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

Parents of a summer born child (a child born from 1 April to 31 August) 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.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Notes:

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Priority Admissions Area:

To find your catchment area, please click on the following link [https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Catchment_Area_Checker/Pages/Priority-Admissions-\(Catchment\)-Area.aspx](https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Catchment_Area_Checker/Pages/Priority-Admissions-(Catchment)-Area.aspx)