



# Admissions Policy

Reviewed:	Spring 2026
Adopted:	Spring 2026
Adopted by:	CSWM Committee
Signed by Chair of CSWM:	

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Headteacher: Mrs Ruth Baugh



## **Admissions Policy**

**The school admits 15 children each September.**

Parents seeking a place for their child must make an application using the Essex School Admissions Online System.

### **White Notley Church of England (Voluntary Controlled) Primary School Admissions Criteria for Statutory Age Children:**

1. looked after children;
2. children who have an EHCP;
3. children with a sibling attending the school;
4. children living in White Notley and Faulkbourne;
5. children living in Black Notley village (as defined on the map available at the school);
6. 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. A waiting list is held by Planning & Admissions until the end of autumn term.

### **Dates of Admission:**

Full time education is available for all new admissions from the start of the autumn term.

For children whose application is supported by the medical authorities, the starting date and the pattern of attendance will be arranged on an individual basis following advice given by the appropriate professionals.

Should parents be refused an application, they have the right to appeal within 14 days of receiving the decision. Appeal forms are available from the County and these should be returned to the Clerk to the Independent Appeal Panel, P.O. Box 11, Chelmsford, Essex CM1 1LX.

Parents of new entrants will be invited to bring their children to the school for pre-school visits during the summer term prior to starting school in the autumn term. There is a programme of meetings, both group and individual, for parents, providing an opportunity to meet the staff and to discuss their child.

Please see Essex County Council's website for more information on our admission arrangements.