



# **Upshire Primary Foundation School Admission Policy 2026/2027**

Upshire Primary Foundation School  
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Foundation 4–11

DCSF Number: **881-5270**  
Published admission number 2025/26 **30**  
Indicated admission number: **30**

## **Timing of Admissions**

All children are admitted full-time in the September following their fourth birthday. However, parents can request that:

- a) the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year
- b) their child attends part-time until the child reaches compulsory school age

Where entry is deferred, the place for that child will be held and not offered to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

## **Admissions Policy**

There is no guarantee of a place for children living in the priority admission area.

In the event of over-subscription, places will be allocated using the following criteria in the order given:

1. Looked After Children (LAC) and Previously Looked After Children (PLAC);
2. Children with a sibling attending the school;
3. Children living in the priority admission area;
4. Children living outside the priority admission area but within Waltham Abbey (defined as residence in the priority admission area of one of the Waltham Abbey Schools);
5. Remaining applications.

In the event of over-subscription 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 (the home to school distance is calculated by the LA using the system described in the 'Primary Education in Essex' booklet).

Children who have been given an Education Healthcare Plan and who name Upshire Primary Foundation School on the plan are required to be admitted regardless of their place in the priority order.

## **Looked After Children (LAC) and Previously Looked After Children (PLAC)**

A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A looked after child is a child who is (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 2014), Evidence will be required at the time of application.

## **Sibling**

Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

## **Priority Admission Area**

There is no guarantee of a place to children living in the priority admission area of a particular school. Details of priority admission areas are available on request from School Admissions. Parents are also able to check in which school's priority admission area their address is located using the online 'Priority admission (catchment) area finder' on the Essex Admissions website: [Find a school \(essex.gov.uk\)](https://www.essex.gov.uk).

Applications will be processed based on the home address for the child at the time of application unless, where there is a new home address, proof of exchange of contracts or copy of a tenancy agreement must be provided. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'.

In the event of over-subscription 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 (the home to school distance is calculated by the LA using the system described in the 'Primary Education in Essex' booklet).

A waiting list will be kept by Essex County Council until the end of the first week of the Autumn Term and there-after by the school until the end of the first term.

Unsuccessful applicants have a legal right of appeal against the decision to refuse a place. Details of the independent appeal process can be found via the Essex Admissions website: [After your school offer: Appeals - Essex County Council](#)

## **Age of Admission**

All children will be admitted full time in the September following their fourth birthday. As required by law, all Essex infant and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a fulltime place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

## **Deferring a place**

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the school for further details as to what this would entail. Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

## **Summer born children**

Where a parent of a 'summer-born' child (1<sup>st</sup> April – 31<sup>st</sup> August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year.

Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort should be submitted. The Local

Authority will decide on community and voluntary controlled schools for which they are the admission authority. For Foundation, VA schools and Academies, the individual schools will make the decision and the Local Authority will then notify the parents accordingly. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

### **In-year Applications**

Parents can apply directly to the school for a place in-year (mid-year application). For further information please contact the school office on 01992 715567.

The application process and application form are available on the school website.

A waiting list will be kept by Essex County Council until the end of the first week of the Autumn Term and there-after by the school until the end of the first term.

Unsuccessful applicants have a legal right of appeal against the decision to refuse a place. Details of the independent appeal process will be sent to all unsuccessful applicants.

Please refer to the Primary Education in Essex Booklet for further information this is available on the Essex Admissions website - <https://www.essex.gov.uk/admissions-booklets-policies-and-forms/admission-booklets>