

Graham James Primary Academy
The Sorrells
Stanford le Hope
Essex
SS17 7ES
(01375) 675889



Admission Arrangements 2025/26

Consultation for change to our admission policy

The school has an agreed admission number of 60 for entry to the reception year. The school will accordingly admit up to 60 pupils in the relevant year group if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Proposed change to policy

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's Head Teacher will assist the governing body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision has been reached, and any reasons why.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs (or an Education Health and Care Plan) where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below in order.

Graham James Primary Academy is its own admissions authority. This means that decisions on admissions matters are made by the Academy Trust and not the Local Authority.

Oversubscription criteria

Where there are more applicants than places, the following oversubscription criteria (admission criteria) will be used for deciding which applications have priority. These criteria are set out below in the order in which they are applied.

- 1. Looked After Children and Previously Looked After Children** – Looked After Children and children previously looked after will automatically be given first priority over other categories where priority is claimed on the application form and validated by the local authority.
This 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.
- 2. Special reasons (propose to remove this from oversubscription criteria)** – Priority for admission may be given where there are exceptional social, medical or educational reasons for admission to a particular school. These reasons must be supported by evidence from a relevant professional (e.g. a doctor or social worker) and must be submitted with the application for admission. The purpose of this criterion is to give priority to pupils with a specific need that can be met specifically at one school rather than another. The threshold for a successful application under the criterion is high and such cases are likely to be rare since all schools are able to offer support and facilities for a wide range of needs.
- 3. Catchment area siblings** – Children whose normal place of residence is in the catchment area of the school at the closing date for applications, and who will have a sibling at the school at the point of admission, in distance order with those living closer having higher priority.
- 4. Non-catchment area siblings** – Children whose normal place of residence is outside the catchment area of the school at the closing date for applications and who will have a sibling at the school at the point of admission in distance order with those living closer having higher priority.

5. **Children of staff (propose to add this to oversubscription criteria)** – Admission of children who live with parents, carers or guardians employed by Graham James Primary Academy.
 - a) *where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or*
 - b) *the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.*
6. **Catchment area children** – Children whose normal place of residence is in the catchment area at the closing date for applications in distance order with those living closer having higher priority.
7. **Non-catchment area children** – Children whose normal place of residence is outside the catchment area at the closing date for applications in distance order with those living closer having higher priority.

Tie Breaker - Where it is necessary to distinguish between two or more addressed at the same distance from the school, random allocation will be used. The random allocation process will be independently verified.

Definitions for oversubscription criteria

Siblings

For the purpose of allocating places siblings will be defined as

- Full siblings living at the same address;
- Step siblings living at the same address;
- Half siblings living at the same address;
- Adopted brother or sister
- Long-term foster siblings living at the same address at the date of application and admission.

Distance

The distance measurement used is the shortest straight line distance from home to school. For our school the straight line distance measurement is taken from the front door of the home address to the main school gate. Addresses within the same apartment block will be regarded as a tie and resolved using the tie breaker.

Looked After Children

A Looked After Child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously Looked After Children

Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the School Admissions Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

Proposed change to policy

Delayed Admission of Summer Born Children to Reception the following September

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. However, if there are exceptional reasons, parents can request that the child is admitted outside his/her age group. Such requests would normally apply to children that are summer born and there are significant reasons that would benefit the child's academic, social, and emotional development by starting Reception a year later.

The governing body recommends that parents considering delaying entry to Reception to the following September discuss this with the school before making a formal request. The school may wish to discuss how your child's needs could be met within their actual age group and the impact of being educated with children of a different age group.

If, following this discussion, parents wish to proceed with the request they should apply for a school place in your child's actual age group by the closing date of 15 January 2025 and include a written request with the application. We will then write to the parent to confirm the request has been received, and if the request is agreed by the governing body, Thurrock Council will write to the parent to confirm if they wish to proceed with the delayed admission.

If parent wishes to proceed, the application will be withdrawn, and it will be necessary to reapply for a reception place in the following year. There can be no guarantee that there will be a place available at the school as this will depend upon the number of applications and pattern of admissions in that year. If the school is oversubscribed, the application will be considered in accordance with the schools' admission criteria. It is not possible to reserve a place for the following year.

Catchment Area

Our catchment area as defined by our Local Authority can be found at:

[Thurrock Council - School catchment areas](#)

The phone number for Thurrock admissions is 01375-652883 for further information on catchment areas or you can contact the school on 01375-675889.

This letter is part of our consultation process to change our admission policy which starts on Friday 13th October and ends on Monday 27th November at 12.00pm and responses must be received by that date. The next step will be a meeting of governors on 4th December 2023 to consider all responses and make a decision about continuing with the changes.

We welcome any comments you may wish to make. Comments on the proposal to change our admission policy should be made by letter or email to the school on admin@grahamjamesprimary.thurrock.sch.uk or by post addressed to the Governing Body, c/o Graham James Primary Academy, The Sorrells, Stanford-Le-Hope, Essex, SS17 7ES, to be received at the school by 12.00pm on Monday 27th November 2023.

This letter is also published on the school website www.grahamjamesacademy.co.uk