

Howbridge Church of England Junior School  
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Website: [www.howbridgejunior.co.uk](http://www.howbridgejunior.co.uk)  
Headteacher: Mr S Wade  
Academy (Co-educational)  
7–11 Church of England  
School Number: 881-2103  
Published admission number: 96  
Number on roll: 355

## **Admissions Policy**

The Local Governing Body of Howbridge Church of England Junior School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the School Standards and Framework Act 1998, the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

There is no guarantee of a place for children living in the priority admission area. Looked After Children, previously looked after children and children attending our partner infant school who request a place at the junior school will be allocated a place providing an application is received by the closing date detailed in the Primary Education in Essex booklet.

### **Oversubscription Criteria**

If the school is over subscribed, not all children whose parents apply can be offered a place.

In the event of oversubscription any remaining places will be allocated using the following criteria in the order given\*:

1. Children with a sibling attending the school or our partner infant school. The definition of sibling applies as defined by the Local Authority as set out in the Primary Education in Essex booklet;
2. Children living in the priority admission area. A map of the priority admissions area is available from the school;
3. 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 highest priority. Distances are measured by the Local Authority as defined in the Primary Education in Essex booklet.

Parents whose children are unsuccessful in obtaining a place can contact the school directly to request that their name be placed on the waiting list. This list is held until the 31 December.

\*For applications received after the start of Year 3 Looked After Children and previously looked after children will be given priority ahead of all other applicants.

Children with statements of special educational needs and/or EHC Plan that name the school on the statement are required to be admitted to a school regardless of their place in the priority order.

In the case of applications after the start of Year 3 or mid-year transfers, parents need to contact Essex County Council School Admissions who will apply to the schools you list, including Howbridge Church of England Junior School, on your behalf. A copy of the application form is available from our school, or can be requested from:

School Admissions  
Essex County Council  
PO Box 4261  
Chelmsford  
CM1 1GS

Tel: 0345 603 2200

Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

Alternatively, a form can be downloaded from School Admissions website:

[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

Full details of the mid-year application process are provided in the mid year application form's accompanying booklet.

## **Admission Appeals**

Parents have a right to appeal to an Independent Appeal Panel against Governor's decisions on admissions. Parents wishing to appeal should send the appropriate form (available from the school office) within fourteen days of receiving the decision to:

Clerk to the Independent Appeals Panel  
PO Box 11  
Chelmsford  
Essex  
CM1 1LX

Admissions Policy reviewed February 2017.