

Broomfield Primary School



ADMISSIONS POLICY 2027 – 2028

Ratified by the Governing Body: February 2026

Review Date: December 2026

BROOMFIELD PRIMARY SCHOOL
School Lane, Broomfield CM1 7DN, Essex

ADMISSIONS CRITERIA
Academic Year 2027/2028 – Number to admit - 60

ADMISSIONS INTO THE FOUNDATION STAGE

As required by law, this school provides for the full-time admission of all children who become five years old in the September following their fourth birthday.

Parents can defer the date their child commences at Broomfield Primary, until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Pupils will be admitted without reference to ability or aptitude.

The responsibility for admissions lies with the Governors, but the initial application for admission should be made to Essex County Council through *Planning and Admissions*, using the following website: <https://www.essex.gov.uk/topic/admissions>. Completed application forms must be received by the Local Authority by the designated date each year, for entry during the following academic year. All applications received by the closing date will be given priority over any applications received after the closing date.

The school will maintain a waiting list for late applicants / unsuccessful applicants. The waiting list will be ranked again in line with the published over-subscription criteria as outlined below.

CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

Children with an Education, Health and Care Plan (EHCP) that name Broomfield Primary School will be admitted if the school is confident that it has the capacity to best meet the needs of the child as set out in the plan.

Over-subscription

Where applications for admission into Foundation Stage exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

i)

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, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

ii)

Where the child has a sibling currently attending Broomfield Primary School in any year group, excluding the final year, at the closing date of application.

Definition of sibling: a sibling is a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address, who attends Broomfield Primary School in any year group **excluding the final year**. Biological and adopted siblings who attend Broomfield Primary School in any year group **excluding the final year** will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

iii)

Children who live within the boundaries of the existing catchment area, as defined on the attached map.

iv)

Proximity of the child's home to the school, as measured by a straight line distance from the home address point, to the address point of the school (on School Lane), with those living nearer being accorded the higher priority. Straight line distances are calculated by the Essex County Council. **This will also serve as a tie-breaker in the event of over-subscription in any of the criteria.**

NB: Proof of a home address may be requested eg: council tax, utility bills.

ADMISSIONS INTO FOUNDATION STAGE OF CHILDREN OUTSIDE THEIR AGE APPROPRIATE COHORT

Parents may seek a place for their child outside of their age appropriate cohort, for example, if the child has experienced problems such as ill health. In addition, the parents of a summer born child 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 age appropriate cohort. All parental requests for admission into Foundation Stage outside of their age appropriate cohort must be in writing to the Governing Body, with supporting evidence from relevant professionals working with the child and family, stating why the child should be placed outside their age appropriate cohort. The Governing Body will decide each case on an individual basis and parents will be informed in writing of the decision made and the reasons behind the decision.

MID-YEAR ENTRY INTO ALL OTHER YEAR GROUPS

Applications should be made directly to the school and can be found on the school website at <https://www.broomfield.essex.sch.uk/>. Paper copies are available on request. The Governors have agreed to maintain all classes at a maximum 30 pupils per class. In the event of over-subscription the criteria will stand. In the event of classes being full, the school will maintain a waiting list which will be ranked according to our over-subscription criteria. Requests for the waiting list should be made in writing to the school.

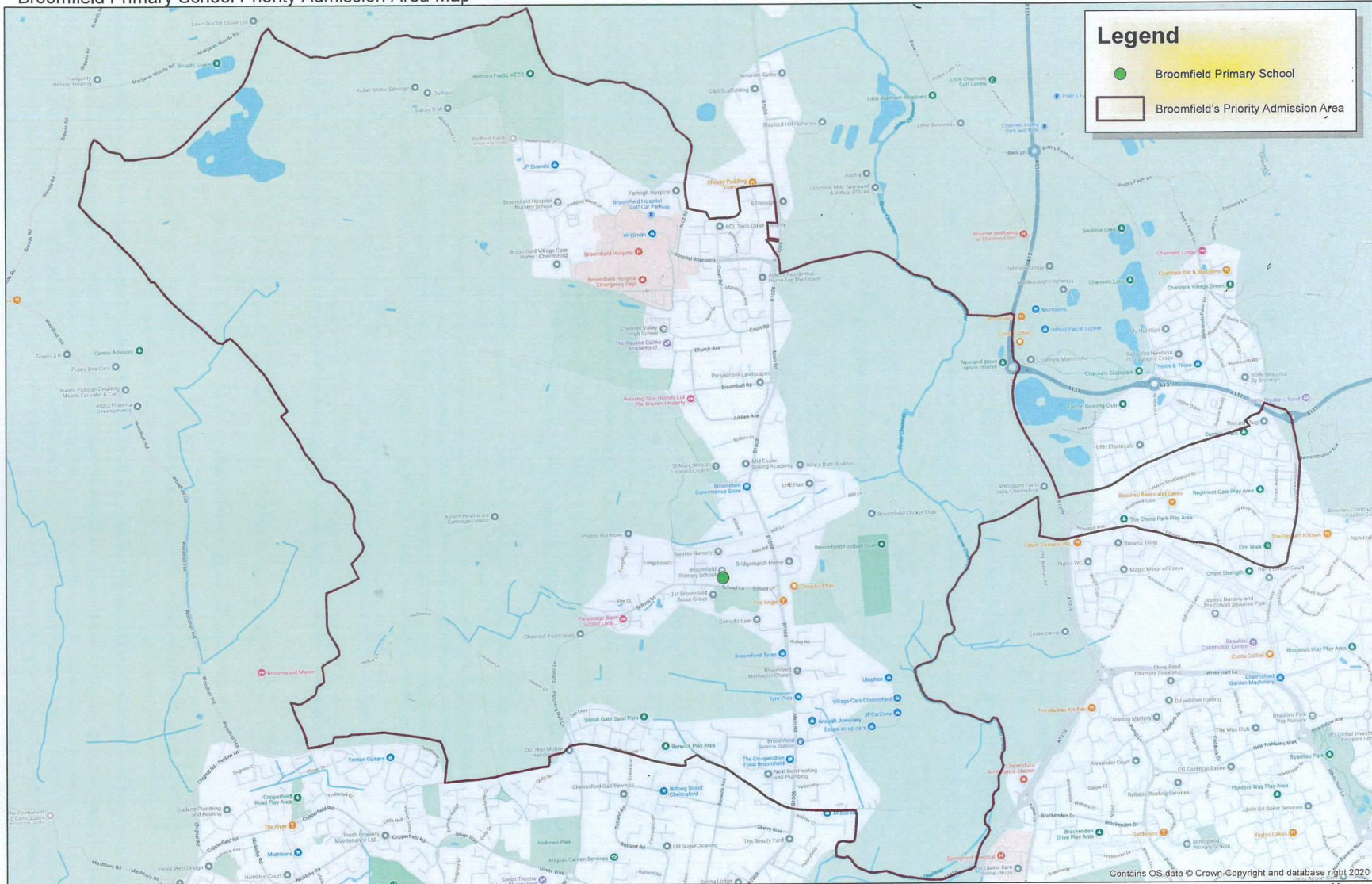
RIGHT OF APPEAL

Should you not be successful in gaining a place for your child at Broomfield Primary School you are entitled to appeal against the Governing Body's decision. In order to do this you should send your reasons for submitting an appeal to '*Clerk to the Independent Appeals Panel, Statutory Appeals Panel, PO Box 11, Chelmsford, Essex CM1 1LX*'.

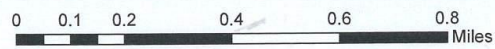
Reviewed and ratified:

February 2026

Broomfield Primary School Priority Admission Area Map



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Scale: 1:0 @ A3



