



ADMISSIONS POLICY 2027-2028  
Pear Tree Mead Academy Part of the Passmores Co-operative  
Learning Community

Pear Tree Mead Academy Admissions Policy for 2027-2028  
The Trustees of the Passmores Cooperative Learning Community (PCLC) are the admissions  
authority for all PCLC schools.

## Process

### ***Age of Admission***

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 full-time 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.

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 individual school(s) 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.

Where a parent of a 'summer-born' child (1 April – 31 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 Council will decide on community and voluntary controlled schools for which we are the admission authority. For foundation, VA schools and Academies, the individual schools will make the decision and the Council 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.

### ***Nursery Provision***

We have a nursery unit and deliver pre-school nursery education. The admission arrangements detailed in this document do not apply for those being admitted into the nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body.

Parents of children who are admitted to a nursery provision must apply in the normal way for a place at the school if they want their child to transfer to the reception class. **Attendance at the nursery or Pre-School does not guarantee admission to the school.**

## **Applying for a school place:**

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Academy on the national offer date 16th April or the next working day.
3. Pear Tree Mead Academy has an admission number of 60 pupils for entry into Reception. The school will accordingly admit at least 60 each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

## **Children with statements of special educational needs**

Children with statements of special educational needs or an Education, Health and Care Plan (EHCP) that name the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order.

## **Oversubscription Criteria:**

### **The following policy applies:**

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children (as defined below).
2. Children with a sibling attending the school.
3. Children of a permanent member of staff who has been employed to work at Pear Tree Mead Academy for two years or more at the time of application
4. Children living in the priority admission area.
5. 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.

*Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home.*

*In the unlikely event of two applicants with an identical distance competing for a single place at the Academy, the place will be offered to one applicant on the basis of lots drawn by an independent person for example the Chair of Governors, who is not involved in admissions.*

### **1.Looked after Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. 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).

### **2.Siblings**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group including year 6. Biological and adopted siblings who attend the preferred school in any year group including 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.

For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

### **3.Distance from school.**

Proximity to the school with those living closest to the school having priority calculated by: For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the coordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described on pages 1213 in Essex Admissions Booklet.

### **4.All remaining applicants**

#### **Address checking**

Where residency is relevant to an application for a school place, the academy will ask a random sample of applicants to provide proof of their home address. This must be a copy of one of the following:

- UK driving licence.
- council tax notification.
- two utility bills dated within the last 6 months (gas, electricity, water, or landline phone)

Where there is reasonable doubt as to the validity of a home address, the academy reserves the right to take additional checking measures including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the academy may withdraw the place offered.

### **Admission of children from overseas**

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passport or have been granted the right of abode in the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in Essex but is not living in it, perhaps because they are working abroad at the time of application, but they intend to take up residency at the Essex home before the start of the autumn term, the application will be processed using the Essex address. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Essex.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

### **Withdrawal of an offer**

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

### **Waiting lists**

The Academy will hold waiting lists for all oversubscribed schools until the end of the autumn term and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Academy will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place.

### **Late Applications**

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. No change to the rank order of existing preferences will be accepted after the closing date except for changes of address and no such changes will be permitted after the closing date, until after the first round of offers has been made on 16 April. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers. Where a school is oversubscribed, late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Any new applications or change requests received after the deadline will be held and not considered until after the first round of offers on 16 April.

### **Changing primary schools**

Applications for school places outside the normal admissions round

All mid-year applications should be made directly to the school/academy, using the mid-year application form available on our website and the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception.

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. Communication and offers or refusal letters will be sent via email, wherever an email address is provided by the applicant.

The Local Authority co-ordinates the school's applications for the normal admissions round and further information can be found at [Essex Schools Admissions](#)

Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens. During term time the school will respond to your application within 15 school days.

The opportunity to transfer depends on places being available at the preferred school. If approved, a place is usually made available at the start of the following term. If no places are available the application will be refused and the right of appeal will be given. In cases where a child moves into a district area (proof of address required) and, as a result of the move the child would be without a school place, the application will be dealt with immediately. A child should not be withdrawn from the current school until a place has been secured elsewhere. Mid-year a school may admit a child over the admission number and outside the admission criteria where they have been excluded from another school or are being placed as a move supported by all agencies.

Google maps will be used to determine distance from the school.

If a offer is made the applicant has ten school days in which to take up the offer, after which time the place will be revoked and the applicant may be asked to re-apply if they wish for the application to be reconsidered.

If a rejection is made, then the child's name will NOT automatically be added to the waiting list, the applicant should approach the school direct to request this.

### **Admission Outside of the 'Normal Age Group'**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling.

All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

- With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.
- Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The school will consider each case on its merits, considering the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.
- Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

## **Appeals**

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer pack. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.

## **Published Admissions numbers 2027-2028**

**Reception = 60**

**Year 1 =60**

**Year 2 =60**

**Year 3 =60**

**Year 4 = 60**

**Year 5 = 60**

**Year 6 = 60**

This policy was approved by the Trust Board in consultation with the Local Governing Body in October 2025 and will be reviewed annually