Admissions Arrangements 2025-26
Southminster CE Primary School

Although Southminster CE Primary belongs to the Vine Multi Academy Trust, we are still part of Essex. Essex County Council are responsible for allocating school places for the new academic year and advising parents.

Parents can apply for a place on the website at the appropriate time using Essex School Admissions.

Applications for Mid-Year places for any age group must be made directly to Southminster Church of England Primary School.

The Published Admission number is 45.
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 (in care of the authority);

2. Children living in the priority area with a sibling attending the school;

3. Other children living in the priority admissions area without a sibling at the school

4. Children living outside the priority admissions area with a sibling at the School

5. Children with Exceptional Medical or Social Needs

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6. 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 given the highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children).

KEY DEFINITIONS

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 first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2012.
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).

Children with statements of special educational needs The Diocese of Chelmsford Vine Schools Trust is a company limited by guarantee. Registered in England No 8709542. Registered Office: 53 New Street, Chelmsford CM1 1AT Children with statements/Education Health Care Plans for special educational needs that name the school on the paperwork are required to be admitted to a school regardless of their place in the priority order.

Age of Admission

Essex County Council's policy is that children would normally commence primary school in Reception in the academic year of the child's fifth birthday. For example, children born on or after the 1st of September 2013 and on or before 31st August 2014 would begin school in September 2018.

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

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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 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 must be submitted. The Admissions Authority will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. 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.

Distance tie breaker

All straight-line distances are calculated electronically by the Admissions Authority using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the admission authority not involved in admissions.

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 excluding the final year. Biological siblings who attend the preferred 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. 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.

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Priority Admission Areas

There is no guarantee of a place to children living in the priority admission area of a particular school. Details, including maps of priority admission areas are available on request from School Admissions.

Twins, Triplets etc.

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the admission authority will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the admission authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

Medical circumstances

Exceptional medical reasons why a child should attend a particular school will override other admission criteria (other than Looked After Children) if supported by medical evidence at the time of application but will not override the PAN. The relevant medical reasons may be in relation to either the child or one or both parents. Applicants must provide evidence from a doctor or other registered health professional setting out why the preferred school is the most suitable, and the difficulties that would be caused if the child attended and had to travel to another school.

Where a parent asks for exceptional medical circumstances to be taken into account in connection with a mid-year application those circumstances will only be considered where it is necessary to rank applications in priority order, for example, where more than one applicant for a single space has been received and one of those applicants has stated exceptional medical circumstances. The admission authority will consider medical grounds once this has been received from the local authority at a meeting of the admission committee.

Waiting lists

Refer to section 6.1 of The Diocese of Chelmsford Vine Schools Trust Admissions Policy.

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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. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. 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. All late applications will be considered by the LA to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Where a school is oversubscribed late applications received after the first round of offers will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Applications made after the start of the autumn term

If you are looking to change your child's school after they have started, then you must apply directly to us. This will include children who are already in Reception in another school.

For all enquiries please contact Mrs Crisp, our Admissions Officer (contact details below). In the first instance, we would be happy to organise a visit and tour of the school as we understand the importance of making the right decision.

admin.southminster@dcvst.org

01621 772732

All applications must be submitted to the school, using our Mid-Year Application Form.

Appeals against admission decisions

If your child is not offered a place at your preferred school, you can appeal against the decision.

You will receive a letter with the appeal hearing date within 30 school days for mid-year appeals and 40 school days for normal admission round appeals.

If you're thinking of appealing a Reception place, watch the following video.

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