



## Richmond Avenue Primary School and Nursery

### Proposed Admission Arrangements 2027/28

Richmond Avenue Primary School and Nursery is an Academy and forms part of the group of schools under Southend East Community Academy Trust. These arrangements are in line with government legislation and guidance and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. These arrangements apply to all admissions, including in-year admissions.

Admission to the main round for reception/starting school can be made to Southend-on-Sea for residents in the borough, parents must apply via their home local authority during the period 14 September and 15 January. Applications during the school year to all year groups must be submitted to the school admissions team at the Council regardless of where the parent resides.

Application forms and further details are available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

Published admission limit (PAN): 30

### Oversubscription Criteria

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to Richmond Avenue Primary School and Nursery; places will be allocated using the admission /oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school.

1. Looked after children and previously looked after children\*;
2. Children who have a sibling attending the school
3. Children of Staff of the school
4. Children who live in the catchment area
5. Children of the Richmond Nursery school
6. Children who live outside the catchment area.

(for all criteria, catchment area map and additional information please see explanatory notes and [About school catchment areas – Southend-on-Sea City Council](#))

### Explanatory notes, including maps, apply to all community schools in Southend-on-Sea

Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications to year reception and year 3 between 14<sup>th</sup> September and 15<sup>th</sup> January.

**\*Pupils in public care and children that were previously in public care (including 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Pupils with Education, Health and Care Plans**

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on

### **Distance**

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

### **Tie-Break**

To be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an 'excepted pupil'.

### **Distance where parents have separated**

The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

### **Siblings**

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

### **Waiting lists**

A waiting list is maintained for a full school year, and children are added to the waiting list automatically when refused a place. Each time a child is added to the waiting list, the waiting list is ranked again in line with the published oversubscription criteria. Priority is not given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Waiting lists for all year groups are closed at the end of each school year. A new application must be submitted to be able to join a waiting list for a new academic year.

### **Children of staff**

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCo) that 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
- the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and
- are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

### Children of the Nursery

Children will be ranked in this admissions criteria if they are on roll in Richmond Nursery which is part of the school. In regard to the main round for reception children must be part of the Nursery before the application closing date of 15<sup>th</sup> January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15<sup>th</sup> January will be ranked under these criteria after the national offer day (16<sup>th</sup> April).

### Over and Under Age Applications

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or 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 normal age group – to reception rather than year 1.

**Such requests are made initially informally in discussions with the Head Teacher and where parents wish to proceed with the request a written letter with any relevant documentation should be provided to the Head Teacher.** The School would make decisions on the basis of the circumstances of the individual case and will be in the best interests of the child.

Requests for in year 3 and 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31 October (secondary) and 15 January (primary) of any given year. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. In circumstances where a child transfers from another school already 'outside of normal age group', the Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

### Admission of children below compulsory school age and deferred entry to school.

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the admission until later in the same academic year. The school will aim where possible to accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time they must discuss this with the headteacher of their allocated school. The approved deferred means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching.

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group. There is no statutory barrier to children being admitted outside their normal year group (DfE Guidance, Dec 2014). Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case. Any decision will seek a decision in the best interest for the child and be considered by the Head Teacher/SLT. Such requests are made initially informally in discussions with the Head Teacher and where parents wish to proceed with the request a written letter with any relevant documentation should be provided to the Head Teacher.

Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

## In year Admissions

- As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.
- To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the Council's offices and the website, [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) and [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)
- Applications in the current school year are processed within a maximum of 15 school days, applications for the next school year are processed in the late summer months and outcomes are communicated in the early Autumn term at the latest.
- Pupils that are refused a place and added to the waiting list and remain on the waiting list until 30 June of any given year. Waiting lists close on 30 June of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.
- Parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 School Days. Applications are shared with the allocated school and with a school that is a preference and is its own admission authority.

## Right of Appeal

**Main round appeals (reception and year 3):** Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter.

Appeals must be heard within 40 school days of the deadline for lodging appeals. Parents can access the information on appeals and submit an appeal online on the council's web site

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) or email [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

**Main round appeals (in-year R-6):** Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Parents can access the information on appeals and submit an appeal online on the council's web site

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) or email [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

## Home Address

For all applications, the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3). Changes to address can be accommodated up to a month after the closing date. Where the address change cannot be accommodated within the reasonable period, parents will be advised, and changes will be updated after all on time applications have been processed.

## Catchment area

The catchment area is provided in the [About school catchment areas – Southend-on-Sea City Council](#) look up facility and also copied below.

## Changes to admission arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the relevant legislation. Parents will be consulted on any changes in line with the legislation as appropriate.

## Fair Access Protocol

Richmond Avenue Primary works with the LA in accordance with their in-year Fair Access Policy in order to ensure that pupils with additional needs or who may present challenges are not disproportionately admitted to one school or year group. Southend's Fair Access Protocol includes a number of categories which identify a child as being potentially vulnerable or likely to present a challenge to the school. These include (but are not

restricted to) previous behaviour issues and poor attendance; details are available in the [Fair Access Protocol](#).

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds

Hardcopies of this document are available on request from the school or the Council on:  
 Council Department for People School Admissions Team Civic Centre, Victoria Avenue Southend-on-Sea, SS2 6ER; Customer Service Centre; Tel: 01702 215000  
 Tel: 01702 215007 / 01702 212934 Email: [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

<b>For office use – statutory process: The School Admissions Code</b>		
<b>Consultation</b>	Public Consultation	18 December 2025 – 26 January 2026
<b>Admission authority meeting</b>	Trust to determine the arrangements formally.	28 February 2026
<b>Determination</b>	Finalising your admission arrangements for 2026/27 (incl your PAN and catchment)	28 February 2026
	Provide your determined arrangements to the LA (final and approved)	28 February - 7 March 2026
<b>Publishing</b>	School website to have your determined arrangements available for the Office of the Schools Adjudicator consultation phase	15 March to 15 May 2026.
	LA public notice on Adjudicator window for objections for all schools in local press under 'NOTICES'	Week of 15 March 2026
<b>Composite prospectus</b>	On the council website, links to your school admission page webpage LA to produce respective sector admission booklet and add to council website as per the Scheme deadlines.  (note: where there is no adjudication investigation the Secondary admission Booklet will be published by 1 July and Primary admission Booklet by 14 September)	By 12 September 2026