



**Lubbins Park**  
*Primary Academy*

---

## **ADMISSIONS POLICY 2025-2026**

---

<b>Approved by:</b>	Epsilon Star MAT Board of Trustees
---------------------	------------------------------------

<b>Date Approved:</b>	<b>25.03.24</b>
-----------------------	-----------------

<b>Next review due:</b>	January 2025
-------------------------	--------------

---

# Lubbins Park Primary Academy

## Admissions Policy 2024/2025

### **Admission Policy 2025/26**

The Published admission number for Lubbins Park Primary Academy for 2025/2026 is 30

The Local Authority coordinates admissions to the school at the normal point of entry.

### **Applications for school places outside the normal admissions round**

All mid-year applications should be made directly to the school using the mid-year application form available on our website <https://www.lubbinspark.essex.sch.uk/admissions/>. 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.

### **Over Subscription Criteria**

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. 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.

The following information applies:

### **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 2014.

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).

### **Siblings**

Siblings are defined as children with a brother or sister (or step brother/sister or adopted brother/sister) in the same family unit living at the same address at the time the application is submitted. There must be a reasonable expectation that the sibling will still be attending the school at the time of admission.

### **Waiting lists**

Unsuccessful applicants will be placed on a waiting list. The criteria for this will comply with the published oversubscription criteria as set out in this document. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria.

### **Appeals Against Admission Decisions**

Parents and carers have the right to appeal against decisions to an Independent Appeal Panel as specified in the Code of Practice

### **Late Applications**

Applications received after the published closing date will be treated as late applications with the co-ordinated scheme for Essex.

### **Admission Arrangements**

The Governing Body will apply the admission arrangements in accordance with the co-ordinated scheme for Essex.

.