



THOMAS WILLINGALE SCHOOL AND NURSERY

The Broadway, Loughton, Essex. IG10 3SR. Tel: 020 8508 7287 Fax: 020 8502 5364

Headteacher: Miss T. Phillips B.A. (Hons.), PGCE

ADMISSION ARRANGEMENTS AND CRITERIA 2027 - 2028

Basic Information

Thomas Willingale School and Nursery is situated in Loughton and is a foundation school.

The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school.

The Governing Body has set as its planned admissions number **60** pupils per year group.

As required by law, the Governing Body will not admit more than 30 pupils to any one reception or Key Stage 1 class.

Starting Reception

Under the Local Authority's (LA) Co-ordinated Primary Admissions Procedures, parents wishing to apply for a place in the school for their child in the school year in which their child celebrates their fifth birthday, must complete the LA's **common application form** provided and administered by the LA.

Applications will be processed on the basis of the home address for the child. The home address is considered to be the address at which the child resides on a permanent basis or is ordinarily resident. This is generally the address of the parent/carer. **Proof of address will be required on application, such as a recent utility bill from a parent with parental responsibility.**

Parents should return the common application form to Essex County Council (LA) by **no later than 15th January 2027.**

Places will be offered by Essex County Council. Offers of places will be sent on the prescribed day established by Essex County Council. Confirmation of the offer of a place will be sent shortly afterwards by the school.

It should be carefully noted that all applications must be submitted on the Common Application form and all applications will be considered at the same time.

The school will consider all applications for places.

Late Applications

Any applications received after the closing date will be looked at after all the on-time applications.

Summer Born Children

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. The process to be followed is defined in detail in the 'Primary Education in Essex' booklet. 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 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. Further details are provided in the 'Primary Education in Essex' booklet. 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.

Waiting List

The school will maintain a waiting list for one term in the academic year of admission. The waiting list will be reviewed each term and applicants will be contacted to check if they wish to extend the inclusion of their application on the school's waiting list.

In accord with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee.

The school admits all children full time in the September following their 4th birthday. Parents may request that the date their child is admitted to the school is deferred until a later term in the school year or until the term in which the child reaches compulsory school age. Parents may also request that their child attends part time until the term in which the child reaches compulsory school age.

The part time provision at Thomas Willingale School and Nursery would be:- Attend daily from 8.50am – 1.15pm – children to be collected after lunch

Mid-Year Applications

All enquiries regarding mid-year applications should be directed to admin@thomaswillingale.essex.sch.uk. Application forms for a mid-year application can be found at <https://www.thomaswillingaleprimary.co.uk>. A place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. If the relevant year group is full, a waiting list is held by the school for that year group and applications will be ranked according to the criteria shown below.

A map of the catchment/priority admissions area is available for inspection at the school office. Alternatively, please visit website www.essex.gov.uk/find-a-school

All schools are required to review their Admissions Policy every year

Signed: *Mrs R Jenkins* (Chair of the Governing Body)

Date: Spring 2026

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CRITERIA FOR ADMISSIONS 2027 - 2028

The standard number which the Governors intend to admit is 60. The Governing Body will consider applications for admissions in the following order of priority:-

1. Looked after children. (i)
2. Where the child has a sibling currently attending Thomas Willingale School and Nursery (Reception to Year 6 classes) at the time of application and admission.
3. Where a member of staff 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 a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Residence in the priority admission area.
5. Proximity of the child's home to the school as measured on a straight line, with those living nearer being accorded the higher priority. Distance will be measured using Essex County Council's Geographical Information System.

The Governing Body may, in exceptional individual circumstances, supported by professional advice, consider an application which does not meet the criteria set out above. Other applications, such as mid-year applications by a family moving into the area, will be considered at that time in the light of the circumstances prevailing at that time.

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The part time provision at Thomas Willingale School and Nursery would be:-

Attend daily from 8.50am – 1.15pm – children to be collected after lunch

Children with an Education, Health and Care plan that name a school in the plan are required to be admitted to the school that is named.

The address that appears on the Application Form must be the permanent place of residence for the pupil named. All applications are checked against the Electoral Roll when places are offered and proof of residence will be required.

The School will agree any changes to its admission arrangements with the Secretary of State for Education. It will establish arrangements for appeals against non-admission whereupon Appeals Panels consist of independent and lay members of the public as required by law; neither the Governors' Admissions Committee, Headteacher, nor any other member of the school are involved in the decision making process.

(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)

Signed: (Chair of the Governing Body)

Date: January 2026