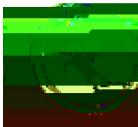


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- 1.1 The Sigma Trust 'the Trust' is the admissions authority for Monkwick Infant School, referred to as 'the Academy'. During the normal admissions round, Essex County Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should submit applications online at www.essex.gov.uk/admissions and put the Academy down as a preference on the common application form.
 - 1.2 The local authority will manage late applications¹ to the Academy.
 - 2.1 Monkwick Infant School has a PAN of 60 for entry into Reception Year for 2024/25. If



Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

- 10.1 Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.
- 10.2 A 'looked after child' is a child 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,