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It is intended that the Academy will be taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place.

### 3.6 Any other applicants.

Within each of the above criteria, proximity of the home to the Academy will be taken into consideration, with those living nearer being accorded the higher priority. (Straight-line distance between home and the Academy will be used as a tie breaker with those living closest to the Academy having highest priority.)<sup>5</sup>

4.1 All applications received will be considered in line with the Essex Fair Access Protocol. Please complete our application form; obtained directly from the Academy, Ydl cæVYc\`[gdb `i] Z`6XVYZb n`h`l ZWh†Z/www.altonparkjunior.org.uk or on request by emailing: admin@altonpark.school. Alternatively, you may send a written request for the form to:

Alton Park Junior School  
 Alton Park Road  
 Clacton on Sea  
 Essex  
 CO15 1DL

4.2 In the event of multiple in-year applications and insufficient places, the oversubscription criteria will be applied. Following receipt of an in-year application, the Academy will notify the parents of the outcome of their application in writing within 15 school days.

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

