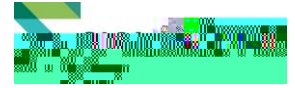


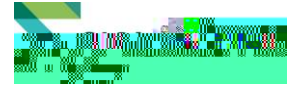
Holland Park Primary School

Admission Arrangements for 2025/2026 for entry into Reception Year

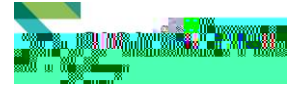
- 1 Making an Application
 - 1.1 The Sigma Trust 'the Trust' is the admissions authority for Holland Park Primary School, referred to as 'the Academy'. During the normal admissions round, Essex County Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply 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 Published Admissions Number (PAN)
 - 2.1 Holland Park Primary School has a PAN of 60 for entry into Reception Year for 2025/26. If the number of applications exceeds the PAN, the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
 - 2.2 Attendance at a nursery attached to a school/academy or a co-



- 3.4 Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the school/academy for further details as to what this might entail.
- 3.5 Where parents choose to defer entry, the school/academy may reasonably expect that the child would start at the beginning of a new academic term/half term.
- 3.6 Where a parent of a 'summer-born' child (1 April to 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. An email or letter from the Headteacher must be sent to Essex County Council with the application. The email/letter from the Headteacher must give their view on the request for deferred entry. If this is not provided, the LA will be unable to process the request. Supporting evidence from relevant professionals working with the child and



between home and the Academy will be used as a tie breaker with those living closest to the Academy having highest priority.)⁵



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Appeals

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