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- 1.1 The Sigma Trust 'the Trust' is the admissions authority for Alton Park Junior 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](http://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 applications<sup>1</sup> to the Academy.





- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Parents and prospective students are very welcome to visit the Academy at any time; however, this is not an offer of a placement. Please telephone the Academy to make an appointment.

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.

- 9.1 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.
- 9.2 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. including those who have been in state care outside of England and ceased to be in state care as a result of being adopted. A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 9.3 Definition of a sibling: for applications made in the normal admissions round, and for mid-year admissions, a relevant sibling is 'a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred Academy in any year group excluding the final year.' Biological siblings who attend the preferred Academy in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family,