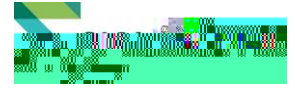


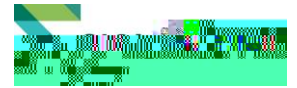
Admissions Policy  
2023-2024

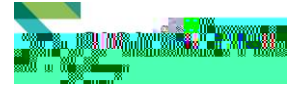




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- 1.1 The Sigma Trust 'the Trust' is the admissions authority for Holland Park Primary School, referred to as 'the Academy'. During the normal admissions round, Essex County Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should submit applications online at [www.essex.gov.uk/admissions](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.
  - 2.1 Holland Park Primary School has a PAN of 60 for entry into Reception Year for 2023/24. 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-located children's centre, does not guarantee admission to the school/academy. Parents of children who are attending such nursery provision need to make a formal application and submit this to the Local Authority by the statutory national closing date of 15 January 2023 if they want their child to attend the Reception class. The application will be considered against the published admission criteria for the Academy. There is no guarantee that a place will be offered.
  - 2.3 All children who have an EHCP that name the Academy will be provided with a place.
  - 3.1 As required by law, all Essex infant and primary schools/academies provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school/academy at which a place has been offered) then they are entitled to that full-time place.
  - 3.2 Parents can request that the date their child is admitted to the school/academy is deferred until later in the academic year or until the child reaches coeir







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