



The Mayflower Primary School

ADMISSIONS POLICY 2025/2026

Approved by Governors:

Created:

Review Date:

Coordinator:

November 2025

November 2026

Attendance/Admissions Officer

As part of our commitment to meet the Public Sector Equality Duty (PSED), under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

The Mayflower Primary School **Admissions Policy 2025/2026**

Introduction and Background

The Mayflower Primary School is a maintained, “two-form entry” school. All children are legally entitled to a place in school at the beginning of the term **after** their fifth birthday. However, the Local Authority has adopted a general policy whereby children can be admitted at the start of the term when they turn five. At this age they are known as ‘**rising-five**’.

The Governing Body of The Mayflower Primary School has been able to improve the provision in order to meet the Local Authority’s criteria and has received permission to admit children younger than rising-five on the following basis:

“It is The Mayflower Primary School’s policy to phase in the attendance of children younger than rising-five during the term in order to take account of the individual needs of children and to ensure the adults working with the youngest children have time to meet children and their families.”

As a maintained school, the Local Authority is responsible for managing our admissions, and all applications to enroll in our school must go through Essex County Council.

Pupil Admission Numbers

Each year group has a **Pupil Admissions Number (PAN)**, showing the maximum number of children that year can accommodate:

EYFS : 60 PAN

Years: 1, 2, 4, 5, 6 : 60 PAN

Year 3: 30 PAN

The Schools Admissions Code 2021 imposes mandatory requirements for class sizes in KS1 to never exceed their PAN, unless due to an otherwise exceptional circumstance, as determined by the admissions authority (Essex County Council).

Admissions Procedure and Arrangements

All applications to enroll at the Mayflower Primary School are made through Essex County Council via the following link:

<https://www.essex.gov.uk/schools-and-learning/schools/admissions>

Parents should select the correct form when making an application, whether it is Mid-Term applications or New School Year applications.

Looked after children(*1) will be given first priority ahead of all other applicants.

There is no guarantee of a place and, in the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Children living in the priority admissions area with a sibling(*2) attending the school
2. Other children living in the priority admissions area
3. Children living outside the priority admissions area with a sibling attending the school
4. Remaining applications.

*1. A 'looked after child' is a child who 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 (as defined in Section 22(1) of the Children Act 1989).

*2. A sibling is a child who has a brother, sister, stepbrother or step sister living in the same family unit in the same family household and address who attends the preferred school in any year group excluding Year 6.

Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of their place of residence.

Children residing in the same household as part of an extended family, such as cousins, **will not** be treated as siblings.

Children with an EHCP will be allocated a school. This is usually based upon the preferences of the parent and will give them priority over most applicants.

They will be offered irrespective of the year group's PAN number unless there is sufficient evidence to support that the placement will not be suitable, in line with The School Admissions Code 2021.

If your child has an EHCP and you wish to apply to enroll at The Mayflower Primary School, this must be done via SEND Operations. Their contact details are as follows:

Telephone: 03330137667

Email: sendoperations.ne@essex.gov.uk

Waiting Lists

The Mayflower Primary School **does not** retain contact information for any pupil/parent who is not on our school roll due to compliance with GDPR legislation.

All waiting lists for a new academic year are maintained by Essex County Council and are held until the beginning of the new academic year. Late applications are also dealt with as per the LA policy.

For children residing in Essex, further information on this is detailed in the "Primary Education in Essex" booklet, available on the Essex County Council website.

Staff Responsibilities

Though we recognise that all staff members play a key role in welcoming a new starter to our school, there are key responsibilities for specific staff member which we are committed to upholding so as to provide a smooth and supportive transition for your child:

Attendance/Admissions Officer:

- On receipt of an application made through Essex County Council, our Admissions Officer will respond within 2 school days, detailing our PAN for that year group, and hence if we are happy to offer a space to this child.
- On receipt of an offer, the Admissions Officer will make contact with the family (via the contact details provided on the application) and arrange next steps. (School Visit, Start Date, Free School Meal eligibility etc). A start date will be set up as soon as possible, but specific to the circumstances of that particular family.

- Where applicable, contact will be made with the child's previous school to gather information on the child and any particular needs they may have.
- Liaise with the headteacher/deputy head and/or any other members of staff (ie. Pastoral Care, SENCo or SALT) to ensure that the child is placed in the most appropriate class based on their specific needs.
- Send an email to the family detailing all relevant information to ensure a smooth transition (ie. Start Date, Class and Teacher information, Free School Meal Applications, Uniform policy etc).
- Inform the class teacher of their new starter, and arrange for them to meet the student at reception on their first day, where they will be escorted to their classroom.
- Set up a starter pack of academic books and equipment that the child will need when starting with us, covering all of their subjects.
- Liaise with the Catering Manager regarding any allergies, and make arrangements accordingly. An allergen badge will be made and assigned to the child, which is handed out in the dinner queue.
- Welcome the family and child on their first day and provide the parent with a Registration Form and Home/School Agreement to be completed and returned.
- Call the child's previous school to alert them of their enrollment with us, and to gain their UPN and CTF files.
- On receipt of the completed Registration Forms and Home/School Agreements, update the students records according to the information provided.
- Set the family members up on the relevant apps and communication bodies used (MyChildAtSchool and ClassDojo).
- Alert Essex County Council of the child's enrollment in our school within 5 school days.
- In the event the child suffers a head/neck injury of any description, contact will be made before the end of the school day to notify the parent. This will usually be via MyChildAtSchool, but where appropriate

Head Teacher/ Deputy Head:

- Conduct School Visits for any parents/guardians who would like a tour of the school before their child's start date.
- Advise on the most appropriate class for a child to enter for their particular need, in contrast to the needs of the other children in that class. (Applicable where both classes are not at capacity.)
- Provide families with a School Prospectus once a Home Visit has been completed.
- Every day, both the Head and Deputy man the school gates at drop-off and collection times to offer support, and for any questions or concerns to be raised with them.

Pastoral Care Manager/ SENCo/ Speech and Language Therapy:

- On notification of a new pupil due to arrive with us, the relevant staff members will liaise with the Admissions Officer regarding any SEN need, Pastoral related/ Speech and Language related concerns/queries.
- If necessary, a phone call will be made to the child's previous school to gather some more information about the particular pupil.
- If necessary, a meeting will be arranged between the appropriate staff member and the child's parent to gather a better understanding of the child and/or their home life. An action plan will be made, and any appropriate provisions put in place before the child is due to start with us for their first day.
- Where a child has gone through the EHCP process, the SENCo will primarily manage the admissions process, consulting the Admissions Officer on any relevant information and start dates. Meetings and phone calls will be made between the SENCo and the family, as well as any other external bodies to ensure a smooth transition.
- Any relevant need assessments will be completed by the SENCo or SALT within a timely manner following their enrollment.

Class teacher will:

- On notification of their new child starting, the class teacher and/or LPSAs will begin to make the appropriate arrangements to ensure the child can have a smooth transition into learning (ie. Allocating the most appropriate seating plan for them based on their needs, labeling their tray/coat peg etc).
- Liaise with the appropriate staff member regarding any additional needs of the particular child and taking action where appropriate to ensure the child's needs will be met to the best of their capability within the classroom.
- On the child's first day, the class teacher will meet the child at Reception to introduce themselves to the child and parent, to welcome them and to escort them to their classroom.
- Ensure that the pupil is assessed within the first week with regard to their reading, writing and mathematics.

- Make contact with the parent where appropriate, once they have been added to the relevant communication applications. Provide ongoing support and communication to the parents/guardians where necessary throughout the child's time in their class.

Policy drafted: November 2025