



# Admissions Policy 2023-24





# The Stanway School

## Admission Arrangements



- Great Tey Church of England Primary School
- Heathlands CofE Primary School
- Holy Trinity CofE Primary School, Eight Ash Green & Aldham
- Layer-de-la-Haye CofE Primary School
- St Andrew's CofE Primary School, Marks Tey
- Stanway Fiveways Primary School
- Stanway Primary School

3.5 Children of staff at The Stanway School who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years' continuous employment with the Academy. Staff contracted in to provide services to the Academy do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is 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 In-year Applications

4.1 All applications received will be considered in line with the Essex Fair Access Protocol. Please complete our application form which can be obtained directly from the Academy by downloading from the Academy's website at [www.stanway.essex.sch.uk](http://www.stanway.essex.sch.uk) or on request by emailing [admin@stanway.school](mailto:admin@stanway.school). Alternatively, you may send a written request for the form to:

The Stanway School  
Winstree Road  
Stanway  
Colchester  
CO3 0QA

4.2 In the event of multiple in-year applications and insufficient places, the criteria for admission 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.

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<sup>5</sup> See definition at 9.5



## 5 Applying for a year group outside of chronological age group

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



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, such as cousins, will not be treated as siblings.
- 9.4 Details and a map of the priority admission area is illustrated on the Trust's website: <https://www.sigmatrust.org.uk/governance/admissions-policy-consultation-2/#stanway>