

Admission Arrangements

How to apply for mid-year admissions

We are a primary school with two-form entry with an annual intake of 60.

To apply for a school place for your child, you need to follow the following procedure:

Download and complete our application form. Once complete, please send this to **admissionskfa@inspiresmat.co.uk**. Your application will be processed within 15 school days.

Once your application has been processed, you will receive a letter informing you if a place is available or not. If a place is not available, you will be added to our waiting list, which is ranked as per our admissions policy. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children;
2. Children with a sibling attending the school;
3. Children living in the priority admission area;
4. Remaining applications. You will need to accept your offer within 10 school days, if you haven't accepted the offer, your child's place will be revoked.

Appealing an Admission Decision

If you wish to appeal a decision made about a place at this school, you can do so online at:

<https://www.essex.gov.uk/after-your-school-offer/appeals>

