

St Luke's Park Primary School admission arrangements 2026/2027

Introductory statement

St Luke's Park Primary School is a new school which opened in September 2022 to serve the St Luke's Park Development north of Runwell. It is the 7th school to join The Eveleigh LINK Academy Trust.

St Luke's Park Primary School will manage all mid-year transfer applications. Any parent applying for a mid-year transfer must send the school's official application form (available from the school website) to admin@stlukespark.essex.sch.uk. On receipt of an application, the school will respond to the parent within 15 school working days. Please note that this will mean that an application made in the school holidays will not be processed until the start of the school term. If there are spaces in the year group, an offer will be made. If the year group is full, a refusal letter will be sent along with information about how to appeal. When there are more applications received than the number of places available, the school's published admissions criteria will be used to determine any offers that can be made. The school will keep a waiting list and offer places following the published admissions oversubscription criteria (see below).

Admission number(s)

The school has an admission number of 30 for entry into the Reception Class. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Oversubscription criteria

When the academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children with a sibling attending the school excluding the final year
3. Other Children by straight line distance

Definition of siblings

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 school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school 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. For mid-year applications the only variation to the definition above is the child should be attending, or has been offered a place at, the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be

attending at the time of admission. Biological siblings who attend the preferred school will be treated as siblings irrespective of their place of residence.

Tie-break

If in categories 2-3 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-3 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Essex County Council's (The LA) policy is that children born on and between 1 September 2021 and 31 August 2022 would normally commence primary school in Reception in the academic year beginning in September 2026.

As required by law, all Essex infant and primary schools 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 at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child (1st April – 31st August) wishes their child to start school in the Reception class in the autumn term following their fifth birthday, they must submit a statement informing the Headteacher of the school as to the reasons why that they

are requesting a deferral. This statement may be accompanied by further evidence and documents from other professionals working with the child. This is to be sent to the Headteacher by 19th December 2025. The admission authority (The Eveleigh LINK Academy Trust) will then decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. The decision will be communicated to parents/carers on or before 10th January 2026 allowing time for an application to be made within the normal application procedure timings. If the request is granted, parents/carers must email admissions@essex.gov.uk by 15th January 2026 and attach a copy of the admission authority's letter and supporting evidence. We strongly recommend that parents/carers read the Essex admissions booklet that is located on the school's website.

Waiting lists

School Admissions will hold a waiting list for all oversubscribed schools and passes this back to the school at the start of the autumn term. Places will continue to be allocated from this list if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.