



### Quilters Infant School

Deputy Head: Mrs L Knights B.Ed. (Hons) NPQH

**Tel: 01277 624773**

Email: [admin@quilters-inf.essex.sch.uk](mailto:admin@quilters-inf.essex.sch.uk)



### Quilters Federation

### One Federation, Two Outstanding Schools

Head Teacher: Mr M Wade B.Ed. (Hons) NPQH

Laindon Road, Billericay,  
Essex CM12 9LD



### Quilters Junior School

Deputy Head: Miss K Hales B.Ed. (Hons) NPQH

**Tel: 01277 652339**

Email: [admin@quilters-jun.essex.sch.uk](mailto:admin@quilters-jun.essex.sch.uk)

23<sup>rd</sup> October 2019

Dear All,

As per the School Admission Code December 2014, a school Admission Authority must consult on Admission Arrangements at least every 7 years.

Quilters Infant School is now seeking to change their criteria in the event of over-subscription. The change would remove the differentiation of siblings and merge criteria no.2, no.4 and no.6.

The Governing Board and the Executive Head Teacher believe strongly in a family ethos, and a desire for families within our Federation to retain commonality and shared experiences. We do not consider that the differentiation of siblings upon geographical boundaries supports this view. The current Admissions Arrangements have meant that a number of families each year are split between Quilters and other schools in Billericay.

The Admissions Authority, supported by the Executive Head Teacher, therefore consider that this need to ensure a strong sense of family should be reflected appropriately in our Admissions Criteria. The proposed changes are outlined in this letter, but a full copy of our existing Admissions Policy can be accessed from our website: <https://www.quilters-inf.essex.sch.uk/admissions/>

### Current Admission Criteria

In the event of over-subscription places will be allocated using the following criteria in the order given:

1. Looked after children and previously looked after children (as hereinafter defined)
2. Children living in the priority admissions area with a sibling attending Quilters Infant or Junior School at the time of entry.
3. Other children living in the priority admissions area.
4. Children living in the geographical area of Billericay (priority admissions areas of Buttsbury, Brightside, South Green and Sunnymede schools) with a sibling attending Quilters Infant or Junior School at the time of entry.
5. Other children living in the geographical area of Billericay (priority admissions areas of Buttsbury, Brightside, South Green and Sunnymede schools).



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6. Children living outside the geographical area of Billericay (priority admissions areas of Buttsbury, Brightside, South Green and Sunnymede schools) with a sibling attending Quilters Infant or Junior school at the time of entry.

7. Remaining Applications.

### **Proposed Admission Criteria**

In the event of over-subscription places will be allocated using the following criteria in the order given:

1. Looked after children and previously looked after children (as hereinafter defined)

**2. Children with a sibling attending Quilters Infant or Junior School at the time of entry.**

3. Children living in the priority admissions area.

4. Children living in the geographical area of Billericay (priority admissions areas of Buttsbury, Brightside, South Green and Sunnymede schools).

5. Remaining Applications.

### **Additional Information**

In addition, Quilters Infant School is seeking to provide additional information with respect to a child's home address. The following text is proposed, which is in-line with information already provided with the Essex Admissions Booklet;

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or a copy of a signed tenancy agreement can be provided by February (exact date will be provided by Essex County Council annually). The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer.

In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases it is expected that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

Quilters Infant School will require proof of address and residence. This will include;

- Council Tax bills for the period November - April of the year of application
- 2 Utility Bills (not mobile phone) demonstrating usage for the period November - April of the year of application
- Child's proof of address & residence

Where there is reasonable doubt as to the validity of a home address, the school reserves the right to undertake additional checking measures and has the right to withdraw a place.

## Consultation Process

The consultation opens on 23<sup>rd</sup> October 2019 for 6 weeks and will close 4<sup>th</sup> December 2019.

The policy will be determined by 5<sup>th</sup> December 2019 and published by 13<sup>th</sup> December 2019.

The school will publicise the consultation;

- Via the school website
- Via the school newsletter to parents for Quilters Infants and Quilters Juniors
- Essex County Council by email
- Billericay Schools, Pre-schools and Nurseries by email
- Community Groups by email and/or letter

Comments on the proposed change in criteria should be sent to Schools Admissions Authority by the close of business **4<sup>th</sup> December 2019** at the email address: **admissions@quilters-jun.essex.sch.uk**

Yours sincerely



Admissions Authority  
Quilters Federated Schools Governing Board



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23<sup>rd</sup> October 2019

Dear All,

As per the School Admission Code December 2014, a school Admission Authority must consult on Admission Arrangements at least every 7 years.

Quilters Junior School is now seeking to change their criteria in the event of over-subscription. The change would remove the following;

- The differentiation of siblings and merge criteria no.1, no.3 and no.5.
- Exceptional medical reasons may override other admission criteria if supported by medical evidence.

The Governing Board and the Executive Head Teacher believe strongly in a family ethos, and a desire for families within our Federation to retain commonality and shared experiences. We do not consider that the differentiation of siblings upon geographical boundaries supports this view. The current Admissions Arrangements have meant that a number of families each year are split between Quilters and other schools in Billericay.

The Admissions Authority, supported by the Executive Head Teacher, therefore consider that this need to ensure a strong sense of family should be reflected appropriately in our Admissions Criteria. The proposed changes are outlined in this letter, but a full copy of our existing Admissions Policy can be accessed from our website: <https://www.quilters-inf.essex.sch.uk/admissions/>

The removal of exceptional medical consideration would make the Infant and Junior Schools admissions policies consistent. It also ensures that the over-subscription criteria can be applied consistently and fairly.

### **Current Admission Criteria**

Looked After Children and previously looked after children (as hereinafter defined) and children attending the partner infant school who request a place at the junior school will be allocated a place providing an application is received by the closing date.

In the event of oversubscription, remaining places will be allocated using the following criteria in the order given\*:

1. Children living in the priority admission area with a sibling attending the school or the partner infant school
2. Other children living in the priority admission area



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**3. Children living in the geographical area of Billericay (as defined in the map available at the School) with a sibling attending the school or the partner infant school**

4. Other children living in the geographical area of Billericay (as defined)

**5. Children living outside the geographical area of Billericay (as defined) with a sibling attending the school or the partner infant school**

6. Remaining applications

\* For applications received after the start of Year 3 Looked After Children and previously looked after children will be given priority ahead of all other applicants.

**Proposed Admission Criteria**

Looked After Children and previously looked after children (as hereinafter defined) and children attending the partner infant school who request a place at the junior school will be allocated a place providing an application is received by the closing date.

In the event of oversubscription, remaining places will be allocated using the following criteria in the order given\*:

**1. Children with a sibling attending the school or the partner infant school at the time of entry**

2. Other children living in the priority admission area

3. Other children living in the geographical area of Billericay (as defined)

4. Remaining applications

\* For applications received after the start of Year 3 Looked After Children and previously looked after children will be given priority ahead of all other applicants.

**Additional Information**

In addition, Quilters Junior School is seeking to provide additional information with respect to a child's home address. The following text is proposed, which is in-line with information already provided with the Essex Admissions Booklet;

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or a copy of a signed tenancy agreement can be provided by February (exact date will be provided by Essex County Council annually). The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer.

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Quilters Junior School will require proof of address and residence. This will include;

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