Hillhouse C of E (V/C) Primary School
Ninefields, Waltham Abbey, Essex, EN9 3EL
Head Teacher: Miss Joanne Willcox
Email : office@hillhouse.efspt.org
www.hillhouse.essex.sch.uk
Telephone: 01992 715999

Determined Admission Arrangements - 2026/2027

Published Admission Number: **60**

There is no guarantee of a place for children living in the priority admission area.

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 (as defined in the Primary Education in Essex booklet)

2. Children with a sibling attending the school

3. Children of all staff at the school

    a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,

    and / or

    b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill-shortage

4. Children living in the priority admission area

5. Children living outside the priority admission area but within Waltham Abbey (defined as residence in the priority admission area of one of the following schools: High Beech CE Primary, Leverton Primary, Upshire Primary, Waltham Holy Cross Primary and Hillhouse Primary schools)

6. Remaining applications

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

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The following information applies:

Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

Children with statements of special educational needs

Children with statements of special educational needs or an Education, Health and Care Plan (EHCP) that name the school on the statement / plan are required to be admitted to a school regardless of their place in the priority order.

Age of Admission

Essex County Council's 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 defer the date their child is admitted to school 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 beginning of the final term of the school 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 school for further details as to what this would entail. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term / half term.

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Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. The process to be followed is defined in detail in the 'Primary Education in Essex' booklet. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort should be submitted where available. The Admissions Authority will 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. Further details are provided in the 'Primary Education in Essex' booklet. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Applying for a place in Reception starting in September

If you are an Essex resident you must apply for your child's school place via Essex County Council's website: www.essex.gov.uk/admissions. (If you live in Essex, your council tax will be payable to one of the following District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.) Parents who are resident in another council area may make an application for a place at our School via their Home Authority.

The application process is in accordance with the co-ordinated scheme for primary admissions and involves completion of the Common Application Form – either online or in paper format via www.essex.gov.uk/admissions.

The online application system will open on 10 November 2025

The closing date for applications is 15 January 2026.

Offers of places will be sent on 16 April 2026.

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In-Year Applications

An application can be made for a place for a child at any time outside the main admission round. Applications should be made directly to the school using the application form available on the school's website.

A copy of the application form can also be obtained by contacting the school office.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list.

The school will aim to inform parents / carers with the outcome of their in-year application in writing within 10 school days of receiving the application form.

In any event, the school will inform parents / carers of the outcome of their in-year application in writing within 15 school days.

The school will notify Essex County Council of every application and every outcome within 2 school days of the decision being made.

The school will provide Essex County Council with details of the number of places available whenever this information is requested, no later than 2 school days following receipt of the Local Authority request.

Unless there is a significant and material change in circumstances a second application received in the same academic year does not have to be determined and no second right of appeal will be given.

Home address

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 copy of a tenancy agreement can be provided by 30 January 2026.

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.

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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).

Distance tie breaker

For admissions purposes straight line distances are used as part of the allocation of places process. The definition of the home address is as described above. Straight line distance is measured from the address point of the home address to the address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at the school the place will be offered to one applicant on the basis of lots drawn by a person independent person to the admissions process with the exception of twins, triplets etc.

Address checking

Where residency is relevant to an application for a school place, the Admissions Authority may ask applicants to provide proof of their home address.

This will be a copy of one of the following documents:
· UK driving licence; · council tax notification; · two utility bills dated within the last 6 months (gas, electricity, water or landline phone)

Where there is reasonable doubt as to the validity of a home address, the Admissions Authority reserves the right to take additional checking measures including, in some cases, unannounced home visits.

If a school place is secured through false information regarding a home address, the Admissions Authority may withdraw the place offered.

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Siblings

For applications made in the normal admission round 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 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 a 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 as a child who attends or has been offered a place at the school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

Priority Admission Areas

There is no guarantee of a place to children living in the priority admission area of the school. Details, including a map of the priority admission area, are available on request from the School and from the Local Authority. Parents are also able to check in which school's priority admission area their address is located (if any) using the online 'Priority admission (catchment) area finder on Essex County Council's website www.essex.gov.uk/admissions.

Twins, Triplets etc.

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the Admissions Authority will ensure both twins are offered a place at the school. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the Admissions Authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc.) and the majority can be offered a place then a place will be offered for the remaining child(ren).

However, where the family does not move addresses but just wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

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Withdrawal of an offer

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

Waiting lists

For main round applications the Local Authority will hold waiting lists for all oversubscribed schools until 1 September 2026 and will continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria. After 1 September 2026 the school will hold the waiting list and parents should contact the school directly for details of the waiting list process.

Late Applications

Main round applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. No application / preference received after 30 January 2026 will be treated as on time. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional. No change to the rank order of existing preferences will be accepted after the closing date except for changes of address and no such changes will be permitted after 30 January 2026 until after the first round of offers has been made on 16 April 2026. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 16 April 2026.

Where the school is oversubscribed late applications will be refused and ranked according to the admission criteria on the waiting list. All late applications will be considered by the Local Authority to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Where a school is oversubscribed late applications received after the first round of offers on 16 April 2026 will be refused and ranked according to the admission criteria on the waiting list held for the school.

Any new applications or change requests received after 30 January 2026 will be held and not considered until after the first round of offers on 16 April 2026

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Admission Outside of the 'Normal Age Group'

Parents may seek a place at a school outside of a child's normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. The process to be followed is defined in detail in the 'Primary Education in Essex' booklet. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort should be submitted where available. The Admissions Authority will decide whether the application will be accepted or whether it will be treated as an application for a place in the child's normal age-appropriate cohort. Further details are provided in the 'Primary Education in Essex' booklet. If the application for such a place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal. There is no guarantee that a request for a place outside of a child's normal age group will be agreed.

Nursery classes

Attendance at any nursery attached to the school or a co-located children's centre, does not guarantee admission to the school. Parents of children who are attending such nursery provision must apply for a place at the school if they want their child to attend the reception class. The application will be considered against the published admission criteria for the school alongside all other applicants. There is no guarantee that a place will be offered.

Appeals against admission decisions

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the determination letter. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX. Further information and guidance about admission appeals can be found at www.essex.gov.uk/after-your-school-offer/appeals