



ADMISSIONS POLICY

2022 - 2023

Author:	Principal
Approval needed by:	The Trust Board
Consultation required	LGB to review annually. All stakeholders will be consulted on any proposed material changes
Adopted (date):	15 December 2020
Date of next review:	September 2021

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old.

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

Over Subscription Criteria

The Published Admission Number (PAN) for Reception class entry is 30. This number may be exceeded at the discretion of the Academy Trust, but they are not obliged to accept students in excess of this number unless parents have successfully challenged the initial decision as part of the Local Authority Appeal procedure.

A student who has a statement of special educational needs or Education, Health and Care Plan that names Horninglow Primary will be admitted to the Academy. This will reduce the number of places available.

If the total number of preferences exceeds the PAN, the following order of priority is used to allocate the available places:

- a) Looked after and previously looked after children
- b) Children of staff in either of the following circumstances:-
 - i) where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
 - ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) Students who at the time of the application have an elder sibling in attendance at the Academy, who will still be attending at the proposed admission date (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners)
- d) Students residing within the catchment area. A copy of the catchment area can be obtained from the Academy or the School Admissions and Transport Service. The Academy does not operate a catchment area guarantee.
- e) Students who satisfy both of the following tests:

They are distinguished from the great majority of applicants either on medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report, (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend the academy rather than any other school. Exceptional circumstances must relate to the choice of academy, i.e. the circumstances of the child, not the economic or social circumstances of the parent. They should be supported by a professional report (obtained by the parents), e.g. social worker,

justifying why it is better for the child to attend the academy rather than any other school.

They would suffer hardship if they were unable to attend the academy. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Parents must provide detailed information about both the type and severity of any likely hardship at the time of application.

- f) Other students arranged in order of priority according to how near their home addresses are to the main gate of the academy, determined by a straight-line measurement as calculated by the Local Authority's School Admissions and Transport Services Geographical Information System.

Where it is not possible to accommodate all students applying for places within a particular category then the academy will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are catchment area children and satisfy category e) will receive offers of a place, followed by children who live in the catchment area and satisfy category f).

Parents may seek to apply for their child's admission to the Academy outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the Principal. Parents do not have the right to insist that their child is admitted to a particular year group.

Additional Notes

Copies of school catchment area maps are available from the Local Authority or individual schools.

There is no charge or cost related to the admission of a child to a school.

Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the School Admissions and Transport Service. Each child will receive only one offer of a place at a Staffordshire school.

Attendance at a particular nursery school will not guarantee admission to any particular primary school. Parents must make a separate application for admission to primary school at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of

making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Authority will not seek to obtain this information on behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The requirement for the Local Authority to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, there are permitted exceptions to this legislation which the Local Authority will have regard when considering applications.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.

Deferred Entry to Reception Class

Parents may request that their child be admitted to Reception Class on a part-time basis, or that their child be admitted to school later in the same academic year until the child reaches compulsory school age (i.e. beginning of the term after the child's fifth birthday). The effect is that the place will be held for the child in Reception and is not available to be offered to any other child within the same academic year in which it has been offered.

Before deciding whether to defer their child's entry to school, parents should visit the school to clarify how we cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the autumn term of admission.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but was still refused admission.

“In-Year Transfer” Arrangements

Parents or carers seeking to transfer to the Academy may make an application using the appropriate application form. This application will be processed in the normal way but parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

Relevant Area

Staffordshire County Council's relevant area for consultation is contained within the administrative area of Staffordshire County Council.