

## Packmoor Ormiston Academy

### Primary School Admissions policy

Date adopted: *September 2024*

Next review date: *August 2025*

#### Policy Version Control

Policy type	Mandatory OAT policy
Author	Sunita Yardley-Patel, Head of Governance
Approved by	Trust Board, December 2022
Release date	March 2022
Next release date	March 2023
Description of changes	No changes

## Contents

<b>1. Policy statement and principles .....</b>	<b>3</b>
1.1 Policy aims and principles.....	3
1.2 Monitoring and review.....	3
<b>2. Academy admissions .....</b>	<b>4</b>
2.1 Definitions.....	4
2.2 Eligibility criteria .....	5
2.3 Waiting list.....	5
2.4 Withdrawal of a place .....	5
2.5 Determining arrangements and consultation .....	5
2.6 Admission of children outside their normal age group.....	6
2.7 Complaints about admissions arrangements .....	6
<b>3. Early year’s admissions .....</b>	<b>7</b>
<b>4. Primary admissions .....</b>	<b>9</b>
Appendix 1. OAT Admissions Policy Adoption Process (for all OAT academies).....	17
Appendix 2. Template consultation letter.....	19

# I. Policy statement and principles

## I.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academies arrangements for admissions and will apply to all admissions from 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised *on the school website*. Arrangements for visits outside these dates can be made through the academy office on 017822234544.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

## I.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the *Governing Body* in the first instance for them to determine whether a review of the policy is required in advance of the review date.

## 2. Academy admissions

The academy admits students between the ages of 3 and 11 years. The main intake is 1<sup>st</sup> September 2024:

- Early years (EYFS / nursery)
- Primary

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

### 2.1 Definitions

The academy uses the following definitions when applying this policy:

#### A Looked After Child

A Looked After Child is defined as: A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order. This 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.

#### Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

#### Packmoor Ormiston Academy Nursery

A child on roll at Packmoor Ormiston Academy Nursery at the time of application.

#### Existing staff

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

#### Distance

This is the straight line distance between the academy main gate and the child's home address point.

Where two dwellings with the same front entrance the closest dwelling to the home address point (lower floor and counting clockwise) will be regarded as being closer to the academy.

### Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

### Catchment area

Details of academies catchment area are available on the academy website [packmoor@packmoor.co.uk](mailto:packmoor@packmoor.co.uk)

## 2.2 Eligibility criteria

In line with The Schools Admissions Code 2014 Packmoor Ormiston Academy will respond to applications for children coming from overseas in accordance with European Union law or Home Office rules for non European Economic Area nationals. Packmoor Ormiston Academy will not refuse a school place simply because of doubts about the child's immigration status.

## 2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The academy will maintain a waiting list until 31 December following the main academy intake *September 2024*. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

## 2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

## 2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to

making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

**2.6 Admission of children outside their normal age group** Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, *Mrs May (Principal)*. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

**2.7 Complaints about admissions arrangements** Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

### 3. Early year's admissions

The process detailed in this section is for admissions for the academy early years provision. For further information on this process please contact *the academy office* on 0172234544.

#### Number of spaces (PAN)

The academy has an agreed admission number of 60 per year.

#### Application process

Applications for the 2024/25 academic year begins 1<sup>st</sup> December 2023. The closing date for applications for this year is 31<sup>st</sup> January 2024.

*Applications should be made via the Stoke on Trent City Council website*

<http://www.stoke.gov.uk/ccm/navigation/education/admissions>

Late applications will not be considered until all other applications have been reviewed.

#### Selection criteria

If the number of applications is less than the number of spaces then all children will be offered places.

#### Oversubscription criteria

If the academy receives more applications than there are available places, priority for admission will be given to those children who meet the oversubscription criteria set out below:

Where there are more applications for a nursery setting than there are places the following priorities will be used, in order, to allocate places:

- A Looked After Child is defined as: A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order. This 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.
- Children living within the catchment who have an elder brother or sister at the school who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
- Existing Staff - 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Other children living within the catchment.
- Children living outside the catchment who have an elder brother or sister at the school who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
- Children who live nearest to the school as determined by a straight line measurement from the child's home address point to the main entrance of the school.

Once the class is full a waiting list based on these criteria will be held until the end of September of that academic year.

As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

Any applications made outside the main intake period will be dealt with in accordance with the process for early years detailed in this section.

In-year admissions forms can be obtained from *the academy office 01782234544*.

#### Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused. .



## 4. Primary admissions

The process detailed in this section is for admissions for primary admissions. For further information on this process please contact the academy office on 01782234544.

### Number of spaces (PAN)

The academy has an agreed admission number of 60 per year. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the academic year) will not contain more than 30 pupils with a single teacher unless they are admitted under limited exceptional circumstances as detailed in the admissions code.

### Application process

Applications for the 2024/2025 academic year begins November 2023.

To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA by the deadline in January. Submission should be

All offers of primary places will be made through the local authority (LA). The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the primary national offer day (16 April or the next working day).

In accordance with the requirements of the School Admissions Code, if your child has been offered a place :-

- (a) Your child is entitled to a full time place in the September following their fourth birthday;
- (b) You may defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was offered (with the exception of Summer born children);
- (c) If you wish, your child may attend part time until later in the school year but not beyond the point at which your child reaches compulsory school age.

Summer born children, which are those born between 1<sup>st</sup> April and 31<sup>st</sup> August may have their place deferred entirely to the following academic year. If you wish you may request that your child is admitted to reception, rather than Year 1, but such a request will be an application for admission out of normal age group. In that situation you **must** note the following:

- (i) **You must make an application for admission to the School for September 2024 entry but make it clear on the application form that you wish your child to enter the reception class in September 2025.**
- (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2024. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2024 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2025 entry **which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements.** PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2025 as there is no guarantee of a school place.

- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

**Selection criteria** If the number of applications is less than the number of spaces then all children will be offered places.

#### **Oversubscription criteria**

If the school is oversubscribed, after the admission of pupils with a Education, Health and Care Plan (EHCPs) where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A Looked After Child is defined as: A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order. This 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.

2. Children with a sibling attending the school at the time of application. Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility
- In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

3. Children on roll at Packmoor Ormiston Academy Nursery at the time of application.

4. Existing staff - 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home address point to the main entrance of the school.

Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. Insert the academy's oversubscription criteria.

#### **In-year admissions**

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. In-year admissions forms can be obtained from the academy office.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the secretary of State will be binding upon the academy.

#### Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list.

