



City of  
**Stoke-on-Trent**



Information for parents

# Primary Schools

2024-2025

Apply on-line for school places [stoke.gov.uk/admissions](https://www.stoke.gov.uk/admissions)

# Introduction



**Delyth Mathieson**  
Assistant Director - Education & Family Services

It is important to secure the right primary school place for your child. It needs to be somewhere which will meet both your child's and the wider family needs. For many families, that means the local school, but it is your right to express a preference for a place at any primary school and places are allocated according to published criteria.

Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**

In deciding on your preferences, I would encourage you to take a look at the range of schools available in this prospectus. It is also a good idea to visit schools you are interested in – many of them hold special open events to enable you to have a look around and ask any questions you have. Schools also set out considerable information on their websites.

Deadline for applications  
**MONDAY 15  
JANUARY 2024**

Where a family is unsuccessful in achieving one of their preferences, their child will be offered a place at another school. I would therefore recommend putting forward as many preferences as possible.

This document also sets out what you need to do in registering your preferences – and it tells you about the options open to you if you don't get your preferred place.

Applications should be made online at [stoke.gov.uk/admissions](https://stoke.gov.uk/admissions) or by completing an application form by **15 January 2024**. You will be informed of the outcome on **16 April 2024**. Staff in the Admissions and Transport Team can be contacted on **01782 234598** to provide assistance if you have any queries on making this application.



**Delyth Mathieson**  
Assistant Director - Education & Family Services

The information contained in this booklet was accurate at the time of publication. Parents should refer to the website [stoke.gov.uk/admissions](https://stoke.gov.uk/admissions) for the latest information..

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The deadline for applications for a place at a primary school in Stoke-on-Trent for September 2024 is **15 January 2024**.

Applications received after this deadline will be processed as soon as possible, but parental preferences expressed by the deadline will take priority.

# Applying for a place at primary school

## When do I apply for a school place?

### School starting age

Most children start school full-time in the September after their fourth birthday. This means they'll turn 5 during their first school year.

If you do not think your child is ready to start school at the usual time, they can start later - as long as they're in full-time education by the time they reach 'compulsory school age'.

### Compulsory school age

Your child must start full-time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If your child's fifth birthday is on one of those dates then they reach compulsory school age on that date.

For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year).

For more details, follow the link below to the Department for Education (DfE) website [www.gov.uk/schools-admissions/school-starting-age](http://www.gov.uk/schools-admissions/school-starting-age) (external link)

## How do I apply for a school place?

**You can complete an application form on behalf of their child. Applications will not be processed where there is a parental dispute in relation to the school(s) to be applied for.**

You can apply for a Reception place at a Stoke-on-Trent Primary (or Infant) school from 1 November 2023. If you live in the city, you need to register your preferences on-line at [admissions.stoke.gov.uk/CitizenPortalLIVE](http://admissions.stoke.gov.uk/CitizenPortalLIVE) (external link)

All dates below relate to applications for a Reception place.

**Nursery applications open 1 December 2023 and close 31 January 2024. You can apply online at [admissions.stoke.gov.uk/CitizenPortal LIVE](http://admissions.stoke.gov.uk/CitizenPortalLIVE) (external link)** (even if your chosen schools are located outside of the city).

### The benefits of applying on-line are:

- You will get an instant e-mail confirmation that your application has been received.
- You will be notified of the outcome of your application by e-mail on **16 April 2024**.
- You may edit your preferences on-line anytime before the closing date of **15 January 2024**.
- Forms will not get lost in the post.

If you are applying for a faith place at a Church Aided School or Academy, additional information such as a **baptism certificate/faith reference** may be required.

**This information MUST be forwarded to the school separately. Failure to do so will affect the admissions criteria under which your application is considered.**

**Please refer to the individual admissions policies for faith schools for which forms of additional information are necessary.**

You can include up to five school preferences on your application. All preferences will be treated equally and if we are able to offer you more than one of your schools, we will offer you the school that is ranked highest on your application form.

If you only include one school preference and we cannot offer you this school due to oversubscription, we will offer you a place at the nearest school with a vacancy after all parents' preferences have been considered.

Including fewer schools on your application form may disadvantage you.

Naming only one school on an application form does not increase the chances of being successful.

Instead, it will mean that you can only be considered for places left at the end of the process, when other families have been given their second, third, fourth and fifth preferences. This may result in your child being allocated a school place further away from your family home. Each community school has a defined catchment area and most pupils go to the school which serves their local community (the 'catchment school'). Please be aware however, that not all Stoke-on-Trent primary schools use catchment areas as part of their admissions criteria.

**If you are in any doubt about your catchment school, please contact the school or the Admissions and Transport Team on 01782 234598.**

Failure to make an application could jeopardise a place at a local school for your child. Late applications should be made on a paper copy of the application form from [admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk)

Please request a receipt for your completed form when you deliver it to your preferred school. Your receipt should be kept safe.

Allocation letters to tell you the outcome of your application will be sent out on **16 April 2024**.

### **Pre-school education nursery schools, nursery classes and other early years settings**

Stoke-on-Trent City Council is firmly committed to pre-school education. Nursery schools, nursery classes attached to primary schools, and early education settings provide a structured educational environment in which young children learn through play. This gives children an excellent foundation before starting primary school.

Children in Stoke-on-Trent are entitled to a minimum of a free part time place in a nursery school or class or other early years

setting from the age of three. As a parent, you can choose from the following options:

- A maintained nursery school or class:
- there is one standalone nursery school in the city and most primary schools have one or more nursery classes providing early education in a school environment;
- A private, independent or voluntary childcare setting:  
Many day nurseries, pre-school playgroups and childminders across the city provide part time places for up to 15 hours per week, 38 weeks of the year. Early education in these settings is free, but you may have to pay for any additional time that your child attends for childcare purposes. Parents of children whose third birthday falls on or before 31 August can apply for a place at a maintained nursery school or class. Schools will admit children either from September or from January. The youngest children may be offered a January start date as they may not be quite ready for school in the Autumn term.

The city council operates a co-ordinated scheme for admissions to its nursery schools and classes within Stoke-on-Trent and its city boundary. More information here at [stoke.gov.uk/school-admissions/nursery-admissions](https://stoke.gov.uk/school-admissions/nursery-admissions) ([external link](#))

Nursery schools and primary schools with nursery units are shown in the list of schools on pages 18 (Nursery) and 22-27 (Primary). The letter "N" in the age-range column shows that the school has a nursery class. Parents who prefer their child to benefit from early education in a private, independent or voluntary childcare setting are entitled to a free part-time place from the term following their child's third birthday.

To access an early education place at a day nursery or pre-school playgroup, you should contact the provider directly. For a list of childcare settings that deliver early education, or for more information about the free entitlement to early education visit [localoffer.stoke.gov.uk/early-years-inclusive-learning-service](https://localoffer.stoke.gov.uk/early-years-inclusive-learning-service) ([external link](#))

However, statutory guidance for local authorities in relation to early education and childcare is changing in line with the Childcare Act 2016.

Eligibility for the additional hours will be determined by Her Majesty's Revenue & Customs (HMRC).

Parents can apply for the additional 15 hours at [childcarechoices.gov.uk](https://www.childcarechoices.gov.uk) ([external link](#)).

For more information about eligibility visit [stoke.gov.uk/free childcare and early education places](https://stoke.gov.uk/free-childcare-and-early-education-places) ([external link](#))

Please note that in Stoke-on-Trent, some schools/ nursery schools provide 30 hours free early education for all children. Please contact the schools directly before making your application to check their current offer.

If you have any difficulties or need further information or advice, please contact the **Admissions and Transport Team** on **01782 234598**. We will do our best to help you.

**Attendance at a nursery class does not guarantee a place in a reception class at the same school.**



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# What types of school are available in Stoke-on-Trent?

## What types of school are available in Stoke-on-Trent?

### Community Schools

A community school is run by the local authority, who will:

- employ the staff;
- own the land and buildings;
- decide which admissions criteria will be used to allocate places if the school has more applicants than places.

Community schools look to develop strong links with the local community, sometimes offering use of their facilities and providing services such as childcare and adult learning classes.

### Voluntary Aided Schools

Voluntary-aided schools are mainly religious or 'faith' schools, although anyone can apply for a place. The governing body:

- employs the staff;
- sets the admissions criteria.

School buildings and land are normally owned by a religious or charitable organisation. The governing body contributes to building and maintenance costs.

### Voluntary Controlled Schools

Voluntary controlled schools are similar to voluntary aided schools, but are run by the local authority. As with community schools, the local authority:

- employs the school staff;
- sets the admissions criteria.

School land and buildings are normally owned by a charity, often a religious organisation, which also appoints some of the members of the governing body.

### Academies

These are state funded independent schools.

### Starting school in a reception class

This section of the booklet applies to all infant, junior and primary schools. If you would prefer your child to attend a church school, please read very carefully the special rules which apply. These are detailed in each school's admissions policy which can be obtained from the relevant school. You should read all the information, before deciding which schools to nominate as your preferences.

### Can I choose a primary school for my child?

Parents do not have a right to choose their child's school, but they do have the right to express a preference for the school(s) they would most like their child to attend.

Your preference must be met, unless to do so would "prejudice the provision of efficient education or the efficient use of resources" - for example, when a particular school is full.

If a school is over-subscribed and it is not possible to meet all parental preferences, your second, third, fourth and fifth preferences will be very important. It is, therefore, vital that you give careful consideration to which schools to name on the application form and in which order you name them. If your child has an Education, Health & Care Plan which names a particular school, your child must be given a place there

### Parental Responsibility

An application for a school place can only be made by someone with "parental responsibility" for the child.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**



The Children Act of 1989 requires schools to know who has “parental responsibility” for each child. This helps to ensure that everyone who has parental responsibility for a child is consulted about important decisions, even if s/he does not live with the child.

Mothers always have parental responsibility, unless removed by the court. Fathers also have parental responsibility if married to the mother (and this carries on after any divorce/separation or re- marriage even if the child lives apart from them). Fathers named on the birth certificate, whether married or not, have parental responsibility. Unmarried fathers, step-fathers and other relatives who look after a child can obtain parental responsibility by applying to the court, but do not qualify automatically.

Please help the school to collect this information. If any changes occur in your family life, or if orders are made under the Children Act which affect your child, please tell the school.

If you need help with this matter, the Education Welfare Officer attached to the school will be pleased to assist.

### **The co-ordinated scheme**

We operate a co-ordinated scheme of admissions covering all schools in the city and applications from city residents for schools in other authorities.

Full time places in Foundation 2 (reception) classes in schools in Stoke-on-Trent are available in September of the academic year in which a child becomes five years old. All applications for admission by Community, Voluntary Controlled, Voluntary Aided schools and Academies at 4+ are managed by Stoke-on-Trent City Council.

Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the city council. This is known as the co-ordinated admissions scheme. To help this process, applicants are required to complete a common application form.



Schools have an Admission Number (AN) for each year group, including the Foundation 2 (reception) class. The Admission Number is expected to be based upon the school’s net capacity. Places will be offered up to but not exceeding the Admission Number. Regulations also require that Foundation 2 and Key Stage one classes must have no more than 30 pupils per qualified teacher.

Parents are asked to name five schools, in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their published admissions criteria. They cannot take account of where the school is placed in the order of preferences.

We will pass preferences for Voluntary Aided schools and Academies to the governing bodies of those schools. The governing bodies are the admission authorities for those schools. The governing bodies will be asked to consider the applications in accordance with their own admissions policy and to return to the city council a list of children in priority order. We will consider the preferences for Community and Voluntary Controlled schools in accordance with their own admissions criteria and will draw up a list of children for each school in priority order.

We will allocate places at schools up to their Admission Number. If a child is eligible for a place at more than one school, a place will be offered at the school which is highest on their parent’s preference list. This is called an equal preference system. The advantage of this system is that a child is more likely to gain a place at a school which is one of their parent’s preferences. It must, however, be recognised that this could be at the expense of a child who lives further away but whose parent has named a particular school as a first preference.

# Education, Health & Care Plan

## Education, Health & Care Plan(s)

Children and Young People have Special Educational Needs (SEN), if he or she has a learning difficulty or a disability which calls for special educational provision to be made for him or her.

If your child has an Education, Health & Care Plan, and is due to move from one sector of education to another, for example from primary to secondary education, an annual review meeting will be held in the summer term of the year before they are to transfer, to ensure planning and preparation are in place for a smooth transition.

The SEN Policy and Inclusion Strategy set out the policy, principles and priorities on which arrangements for SEN are based. These documents can be found on our at [stoke.gov.uk/inclusion strategy for children and young people with special educational needs and disabilities 2021 - 2024 \(external link\)](https://stoke.gov.uk/inclusion-strategy-for-children-and-young-people-with-special-educational-needs-and-disabilities-2021-2024)

If your child has an Education, Health & Care Plan, it will need to be amended to name the school your child will attend.

The annual review in the summer term, prior to their transfer a year later, will give you the opportunity to express a preference for the school you want your child to attend. We must take into account your preference providing:

- the school is suitable for the child's age, ability and aptitude or the Special Educational Needs of the child;
- the child's attendance is not incompatible with the efficient education of other children in the school; and
- the placement is an efficient use of the local authority's resources.

It is generally expected that, if your child has made progress in a mainstream primary school, s/he will be able to make progress in a mainstream secondary school.

The arrangements for transfer of young people with a Plan are made by the SEN Monitoring and Assessment Service. If you have any queries please ring the SENMAS Duty Telephone Line on **01782 231863**.



## SEND Information Advice and Support Service (SENDIASS)

Our service is free, impartial and confidential.

We have independently trained staff that can provide information, advice and support for children, young people, parents and carers of children with Special Educational Needs and/or Disabilities (SEND) from 0-25 years.

We offer information, advice and support to enable you to participate fully in decisions about the outcomes you wish to achieve. Our aim is to empower others to play an active and informed role.

We can support by:

- Listening to children, parents/carers and young people's views about education.
- Sharing accurate and unbiased information.
- Offering advice if learners with SEND need extra help in education
- Offering support in preparing for meetings, writing letters and filling in forms
- Signposting to Parent/Carer forums, Stoke Local Offer and other organisations that may help.

We're here to listen to any concerns that you might have regarding:

- SEND law and your rights
- Education, Health and Care Needs Assessments and Plans
- Children that are not attending school or have been excluded
- Resolving disagreements, complaints procedures, mediation and tribunal appeals
- If you are considering Home Educating

To find out more information visit [localoffer.stoke.gov.uk/sendiaass send information advice and support service](https://localoffer.stoke.gov.uk/sendiaass-send-information-advice-and-support-service) (external link)

Our Duty Phone is available: Monday - Friday: 10am to 2:30pm.  
An answerphone service is available outside of these hours.

## Children of UK service personnel (UK Armed Forces)

Families of service personnel with a confirmed posting to the Stoke-on-Trent area, or Crown Servants returning from overseas to live in Stoke-on-Trent should provide the unit postal address or quartering area address. This will be used as the "address" when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address. For further information click on [stoke.gov.uk/Admission of Children of UK Service Personnel and other Crown Servants.pdf](https://stoke.gov.uk/Admission_of_Children_of_UK_Service_Personnel_and_other_Crown_Servants.pdf) (external link)

## Parents from other countries applying for a school place

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

Overseas nationals who wish to apply for a Stoke-on-Trent school should check that they have a **right of abode** or the conditions of their visas otherwise permit them to access a state-funded school.

Most schools / academies give some degree of priority within their admissions policy, based on where an applicant lives. Schools / academies will therefore need an address in order to apply their admission arrangements and rank applicants for their oversubscription criteria.

This might include whether parents:

- own or rent a property in the area to which they intend to return;
- are UK crown servants or are in the UK military and are returning to the area;
- have provided other compelling evidence that they are returning to the area.

Overseas nationals applying for a school place in Stoke-on-Trent will need to provide evidence that the child / young person either already lives in the area or intends to live here, in time to take up a school place.

Evidence might include:

- a mortgage or rental agreement for a property in the area;
- deeds for a property in the area;
- a letter from an employer showing a transfer date to the area;
- registration with a local GP.

If a parent is unable to provide this evidence, before the new school year for applications in the normal admissions round or by the start of the next term for in-year applications, admission authorities could apply a catchment area policy or distance criteria, using the parents' place of residence at the point the application is made. If this is in another country, the child would have a lower priority for admission to most schools.

### **Withdrawing offers of places**

If the child does not attend school on the first day of term, the admission authority could remove the offer and allocate the place to a child on the waiting list.

Before taking this action, the local authority and admission authority will contact the parent(s) to give them an opportunity to explain why there has been a delay in taking up the place and find out when the child might begin attending.

Further information can be found by following the link at [gov.uk/schools-admissions](https://www.gov.uk/schools-admissions) ([external link](#))



# How to decide which schools to apply for

Information about how places were allocated last year is available on pages 20 - 21. Look at that information and think about:

- what is the admission number of the school(s) you are interested in? (This is the number of children the school takes each year).
- how many applications were received for your preferred school(s) last year?
- how many children were on the waiting list for your preferred school(s)?
- are they likely to be full?
- are you in the school's catchment area (see the school's website for details of their catchment);
- how far away do you live from the school(s)?

The answers to these questions will give you an idea of how likely you are to get a place at the school(s). It is important to remember that the pattern of applications may differ from year to year. You can express five preferences and we would encourage you to do so. If you have a low priority (within the published oversubscription criteria for a school), you may not get a place at your preferred school.

We cannot reserve a place at the catchment school for your child. If you wish your child to attend your catchment school you must name it on your application form. (This does not apply if your child has an Education, Health & Care Plan).

You should also note that we do not offer assistance with travel costs unless the pupil meets the travel criteria (see page 30 for more information).



**It is important to note that admissions to reception classes are entirely separate from nursery class admissions. If your child already attends a nursery class at the school of your preference, you must still complete an application form. Attending a nursery class does not guarantee a place in that school's reception class.**

If you choose to complete a paper copy of the form and your child attends school outside of the city, the form should be returned directly to the Admissions and Transport Team, address on the back page.

## **Do second, third, or fifth preferences matter?**

You should name five schools on the form. It is most important that you include all of the preferences at this stage, as some schools may have more applications than they can take. In that situation, where we are unable to meet your first preference, we will try to offer your next preferred school. If you have a child in a school, especially one which is not your catchment school, you cannot assume that you will be allocated a place at that school.

Naming five preferences **will not negatively** affect your chances of securing a place at your first preference school. On the other hand, naming the same school more than once on the application form **cannot** increase the chances of you being successful. Instead, it could reduce your opportunity to secure a place at a second or third school within a reasonable distance from your home address.

## How do I apply for a Voluntary Aided Church School?

If you wish to apply for a Voluntary Aided Church School as one of your preferences, you must include the school(s) as one of your three

preferences on the form. Before deciding to name one of these schools as a preference, you must consider carefully your chances of being successful in gaining a place for your child. Details of these schools' admission policies can be found on our website or each school's website.



### Admissions to Church of England Voluntary Aided Primary Schools

Admissions to these schools are the responsibility of the schools' governors. If you wish your child to be considered for a place, you should name the school on the city council's application form. We will send a copy to the governors of the school for their attention. Further information may be obtained from:

The Lichfield Diocesan Board of Education  
St. Mary's House, The Close, Lichfield,  
Staffordshire WS13 2LD.  
Telephone 01543 306040

### Admissions to Catholic Voluntary Aided Primary schools

Admissions to these schools are also the responsibility of the schools' governors. If you wish your child to be considered for a place, you should name the school on the city council's application form. We will then send a copy to the governors of the school for their attention. Further information may be obtained from:

Diocesan Education Service  
Don Bosco House, Coventry Road,  
Coleshill, B46 3EA  
Tel: 01675 464755

## Admissions to Academies

Admissions to these schools are also the responsibility of the schools' governors. As with all other schools, if you wish your child to be considered for a place, you should name the school on the application. We will then send a copy to the governors for their attention.

### Criteria used to determine admissions to Foundation 2 (reception) classes at Community and Voluntary Controlled schools

Each community, voluntary controlled school and most academies are surrounded by a defined geographical area called its catchment area, from which it generally admits pupils, but there is no guarantee of a place for pupils living within it, nor for pupils who may move into the area at a later date. Catchment areas are reviewed regularly and the boundaries may be redrawn.

We will draw up a list for each school of children whose parents have named the school as a preference. We will use the following criteria to decide the order of priority (the top priority is a), then b) etc.):

- a) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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.
- b) pupils living within the catchment area of the school who have an older brother or sister in attendance at the school at the time of admission or, for admission to an Infant School, at the linked Junior School, at the time of admission.

For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the

place is being requested. It also includes children of cohabiting parents and any other child living at the same residence under the terms of a Residence Order.

- c) other pupils living within the catchment area.
- d) pupils living outside the catchment area of the school who have an older brother or sister in attendance at the school.
- e) other pupils living outside the catchment area.

If priorities have to be decided within any of these categories, children will be placed in order of priority using a straight line measurement from child's home address point to the main entrance of the school.

We will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence. If the reasons concern the child's health or social wellbeing, documentary evidence must be provided by a medical practitioner or other social care professional.

If we consider that the reasons for a place at a particular school are sufficiently strong, we will place the child on the school list above those whose position is based upon the distance criterion

## Home Address

The Home Address of a child is that at which the family live on the closing date for applications.

Should a family apply for a school place early in the application cycle and then move house, the change of address **MUST** be notified to the Admissions Team as soon as possible. Failure to do so may result in the offered school place being withdrawn.

If a child lives with **parents with shared responsibilities**, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the address used in relation to child benefit, at the time of the allocation of places.

No priority will be given for early application. Late applications will be considered individually. The local authority will normally accept applications received late for a genuine reason, for example, a single parent who has been ill, or a family that has recently returned from abroad. A late application is less likely to result in your child being allocated one of your preferred schools.

Applications from pupils resident outside the city will be judged according to the same criteria as applications from city-resident pupils. They will be ranked according to the same priorities.

NB: The admission policy for **Willows Primary School** gives equal priority in Category C to pupils in catchment with an older sibling already at the school and pupils living outside the catchment area, who have an older sibling attending the hearing unit.



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**WEDNESDAY 1  
NOVEMBER 2023**



Deadline for applications  
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# Fraudulent Applications

If a place is offered on a fraudulent or intentionally misleading application from a parent, this may effectively deny a place to a child with a stronger claim. In that situation the offered place will be withdrawn.

Places can be withdrawn if the address used on the application form is not the address where the child lives. Where an offer is withdrawn on the basis of misleading information, the application must be considered again, and Right of Appeal can be offered.

## What do I do if I don't get the school that is my preference?

You should firstly call the Admissions Team on **01782 234598** to talk about the options available. There may be a place available at your catchment school, or possibly a place at another school that you had not thought about before. If applicable, we will explain how you can change your preferences.

Additional information and advice is available from ACE (Advisory Centre for Education) on the free phone number **020 88883377**.

You can appeal against the decision to an Independent Appeals Panel, see page 28 - 29 for further details.

You should be aware that the law on class-sizes in reception classes restricts the grounds on which an appeal can be upheld. See page 28 - 29 for further information regarding class size exceptions.

## Local Authority Offers

If the local authority is unable to offer a place at one of your preferred schools it **must**, if there are places available, offer a place at another school. This is not done until after

we have considered all the preferences. We make a Local Authority offer to ensure that no Stoke-on-Trent child, for whom an application has been received, is without a school place for September. Parents / Carers can accept or decline this offer and have a legal Right of Appeal (ROA) in respect of any of their unsuccessful preferences. A school place can only be refused in writing. This should only be done once an alternative school place has been secured.

We also operate a waiting list process and your child's name will automatically be added to the waiting list of any Stoke-on-Trent school of a higher preference than the one offered. The waiting lists are maintained in the order of the Admissions Policy relating to that school. Your child's position on any waiting list can go up and down, as it can be affected by other families and their changing circumstances. For example:

- if a family with a higher priority moves away and withdraws their application for a school place, your child will move up the list;
- if a child moves into the area, closer to the school you would like, your child will move down the list.

Where families decline allocated places, those places will be allocated to pupils on the waiting list, in priority order. Each year a number of places become available and are offered to families on the waiting list. This process continues for as long as changes are requested by families within the city.

## Schools in other local authorities

If you would prefer your child to go to a school out of the city, you should name the school on the city's application form and we will send a copy to the appropriate local authority. You are strongly advised, however, to name two other preferences on the form, in case this preference cannot be met.



## Independent or Private Schools

We do not provide funding for pupils to be educated at private day or boarding or free schools (except where such provision is necessary for children with a Education, Health & Care Plan(s)).

## Boarding Schools

We do not run any primary schools which offer boarding facilities and do not normally provide funding for pupils to attend boarding schools in other areas (except where it is necessary for children with a Education, Health & Care Plan(s)).

# Transferring from an infant school to a junior school

If your child is in Year 2 at one of our five infant schools, s/he will normally transfer to the linked junior school. Children who attend the linked Infant school will have priority to be admitted to the linked Junior School.

Transferring to the linked school ensures minimal disruption to each child's education. It is, however, still necessary to complete an appropriate application form, which will be sent to your child's infant school.

To apply for a junior school place you must return the completed form to your child's current infant school by **15 January 2024**. The form will then be passed to the Admissions and Transport Team for processing.

Parents will be informed of the result of their application on **16 April 2024**.

# In-year transfers

## Transferring from one primary school to another

The legislation in relation to the In Year Admission Process changed with effect from September 2013. Since then parents contact schools directly for places.

If you are moving into Stoke-on-Trent or from one part of the city to another, and wish your child to change school, you should first discuss the matter with your child's present school.

If your child is experiencing difficulties at their current school and you consider that a transfer to an alternative school may be helpful, you should still discuss your child's situation with your current school before making a final decision. You should also think about how your child will get to an alternative school, which may be some distance away from your home.

If after discussion and careful consideration it is considered that a transfer may be beneficial to your child, you will need to complete an In-Year Transfer Request Form. This will be provided by the school that you wish your child to attend. Please be aware that some schools require supplementary information such as Baptismal Certificates.

Once you have completed the In-Year Transfer Request Form, you must return it directly to the school. The school will then tell you whether they can offer you a place. Should a place not be available for your child(ren), you may then approach another school. In this instance, the Local Authority will send you a letter confirming the refusal and in it will outline your Right of Appeal.



Deadline for applications  
**MONDAY 15  
JANUARY 2024**



MA  
CH

You

**Foster  
Council**



City of  
**Stoke-on-Trent**





STOKE-ON-TRENT  
**FOSTERING**

**MAKE A CHANGE,  
CHANGE A LIFE.**

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**01782 234555**

**[stoke.gov.uk/fostering](http://stoke.gov.uk/fostering)**

# Nursery schools in Stoke-on-Trent

All children aged three and four are currently entitled to receive 15 hours early education for 38 weeks each year (term time).

The statutory guidance for local authorities in relation to early education and childcare has changed, in line with the Childcare Act 2016.

Working parents of three and four-year-olds are eligible for an additional 15 hours a week. This will be on top of the current universal entitlement of 15 hours a week of free early education for all three and four-year-olds. Eligibility for the additional hours will be determined by Her Majesty's Revenue & Customs (HMRC). Parents can apply for the additional 15 hours at [stoke.gov.uk/free childcare and early education places](https://www.stoke.gov.uk/free-childcare-and-early-education-places) (external link) or contact **01782 232200**.

Some nursery provisions offer places for two year olds. If you are eligible for two year old funding, your child is entitled to 15 hours early education for 38 weeks each year (term time only).

The table below provides details of the city's one nursery school; other nursery provision details are available on pages 22-27.

The number in the column headed "NOR" (number on roll) is the number of pupils in the school in Summer 2023. For schools with a nursery unit (shown by the letter 'N' in the Age Range column), the NOR includes the pupils attending the nursery (full-time equivalent).

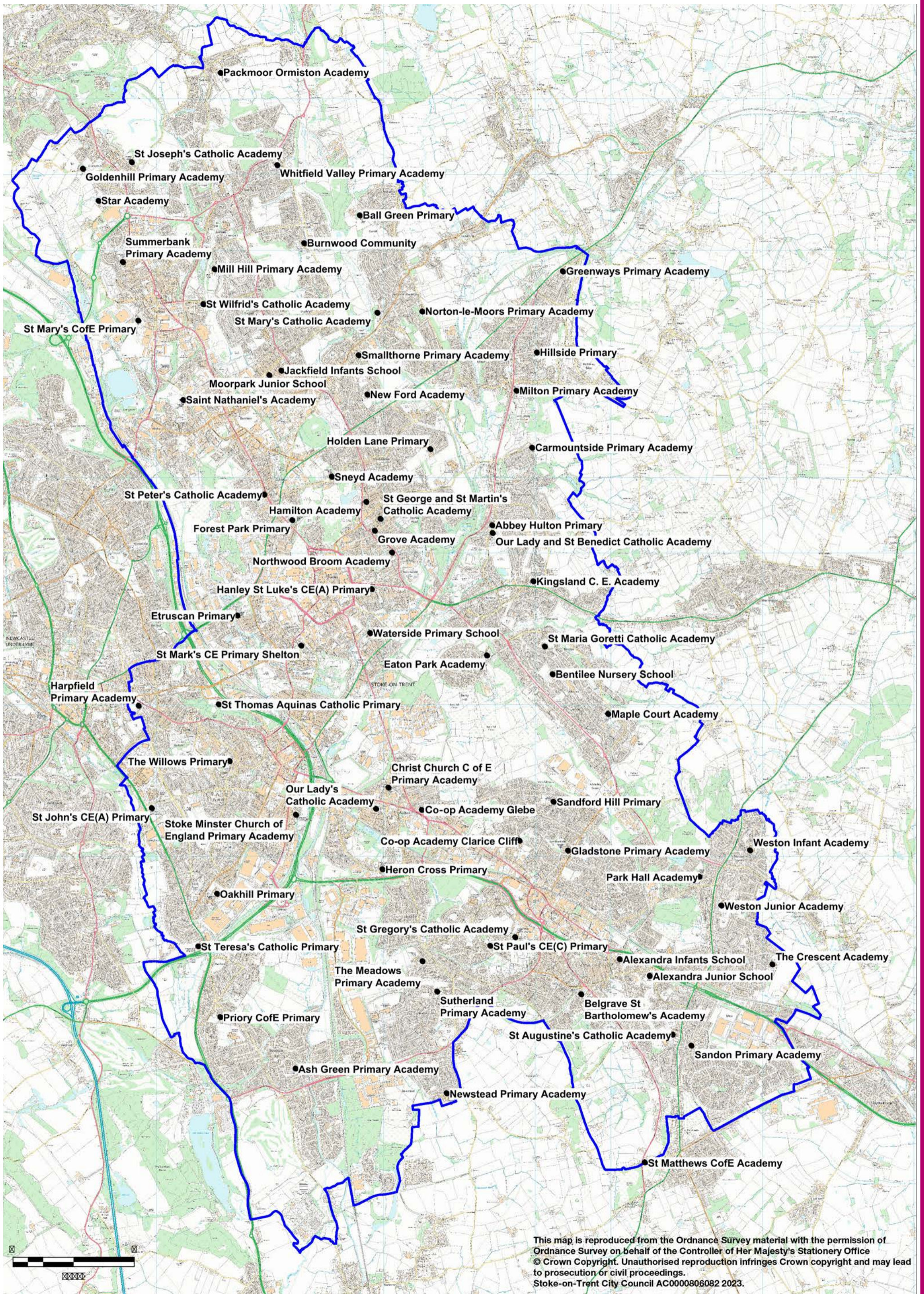
The AN (Admission Number) figure refers to the admission limit set for each school.

Please note that in Stoke-on-Trent, some schools/ nursery schools provide 30 hours free early education for all children. Please contact the schools directly before making your application to check their current offer.

Please note that your child's birth certificate must be provided, upon request, to confirm eligibility.


Nursery School	Telephone	Age	AN	NOR Summer 2023
<b>Bentilee Nursery</b> Headteacher: Miss Juliet Levingstone at Treehouse Children's Centre, Dawlish Drive, Bentilee, ST2 0HW	(01782) 235065	2+	78	43


# Map of local schools





# How Places were allocated for Reception Schools September 2023

Primary Establishment	PAN	1st Prefs	2nd Prefs	Other Prefs	Total	No. of Children Admitted	Of which were LA Offers	No of Children on Waiting List	Final Criterion Used (Look at Individual School Policy)	Furthest Distance Admitted (miles) Straight Line unless highlighted	Places Available
Abbey Hulton Primary	30	26	9	2	37	26	0	N/A	Cat 5	2.979	4
Alexandra Infants	60	31	8	4	43	37	4	N/A	Cat 5	1.788	23
Ash Green Primary Academy	60	63	28	15	106	60	N/A	3	Cat 6	0.805	0
Ball Green Primary	45	48	7	9	64	45	N/A	7	Cat 3	0.452	0
Belgrave St Bartholomews Academy	60	69	22	4	95	60	N/A	11	Cat D	0.405	0
Burnwood Community	90	56	13	8	77	61	4	N/A	Cat 5	1.869	29
Carmountside Primary Academy	30	14	4	1	19	14	0	N/A	Cat 5	0.787	16
Christ Church C of E Primary Academy	30	17	11	8	36	20	1	N/A	Cat 5	2.046	10
Co-op Academy Clarice Ciff	60	30	9	14	53	34	1	N/A	Cat 5	14.91	26
Co-op Academy Glebe	30	37	21	10	68	30	N/A	10	Cat 5	0.243	0
Eaton Park Academy	60	62	24	4	90	60	N/A	4	Cat 5	1.2	0
Etruscan Primary	60	40	11	9	60	44	4	N/A	Cat 5	3.609	16
Forest Park Primary	60	50	13	6	69	57	5	N/A	Cat 5	1.128	3
Gladstone Primary Academy	60	66	37	20	123	60	N/A	6	Cat 6	0.475	0
Goldenhill Primary Academy	30	30	16	14	60	30	N/A	1	Cat 6	0.944	0
Greenways Primary Academy	30	29	20	12	61	30	N/A	1	Cat 5	1.554	0
Hamilton Academy	60	27	13	14	54	27	0	N/A	Cat 5	2.857	33
Hanley St. Luke's CE Aided Primary	60	49	12	7	68	49	0	N/A	Cat 5	2.299	11
Harpfield Primary Academy	30	41	13	12	66	30	N/A	11	Cat 3	0.274	0
Heron Cross Primary	60	49	8	8	65	49	0	N/A	Cat 5	3.519	11
Hillside Primary	30	29	24	10	63	30	0	0	Cat 5	1.655	0
Holden Lane Primary	30	20	5	4	29	20	0	N/A	Cat 5	1.371	10
Jackfield Infants	60	51	14	10	75	53	1	N/A	Cat 5	1.246	7
Kingsland C. E. Academy	60	57	15	13	85	60	2	0	Cat D	1.23	0
Maple Court Academy	60	49	6	6	61	51	N/A	N/A	Cat 5	0.937	9
Mill Hill Primary Academy	60	54	15	11	80	58	0	N/A	Cat 5	4.142	2
Milton Primary Academy	60	44	12	23	79	45	0	N/A	Cat 5	4.051	15
New Ford Academy	60	56	20	22	98	59	N/A	N/A	Cat 5	1.182	1
Newstead Primary Academy	60	50	10	6	66	51	0	N/A	Cat 5	3.738	9
Northwood Broom Academy	60	42	12	12	66	43	0	N/A	Cat 6	3.106	17
Norton-le-Moors Primary Academy	30	43	27	12	82	30	N/A	15	Cat 4	0.984	0
Oakhill Primary	60	45	19	15	79	45	0	N/A	Cat 5	4.081	15
Our Lady & St. Benedict Catholic Academy	30	18	11	5	34	19	1	N/A	Cat 10	0.646	11

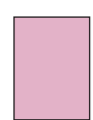
 School is it's own admissions authority has own admissions policy. Please refer to their policy for full criteria.

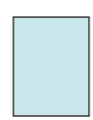
 School is it's own admissions authority follows LA admissions policy


 School oversubscribed on first preferences received


 Distance measured by Walking Route

Primary Establishment	PAN	1st Prefs	2nd Prefs	Other Prefs	Total	No. of Children Admitted	Of which were LA Offers	No of Children on Waiting List	Final Criterion Used (Look at Individual School Policy)	Furthest Distance Admitted (miles) Straight Line unless highlighted	Places Available
Our Lady's Catholic Academy	30	18	8	7	33	19	0	N/A	Cat 9	1.957	11
Packmoor Ormiston Academy	60	47	14	10	71	47	0	N/A	Cat 6	3.153	13
Park Hall Academy	60	68	27	18	113	60	N/A	13	Cat 5	0.499	0
Priory C of E Primary	60	48	29	11	88	49	0	N/A	Cat 5	6.037	11
Saint Nathaniel's Academy	60	62	15	9	86	60	N/A	4	Cat D	0.692	0
Sandford Hill Primary	60	52	26	18	96	59	4	N/A	Cat 5	2.97	1
Sandon Primary Academy	60	71	17	16	104	60	N/A	12	Cat 5	0.601	0
Smallthorne Primary Academy	30	18	12	13	43	22	4	N/A	Cat 5	0.822	8
Sneyd Academy	90	58	14	18	90	62	1	N/A	Cat 5	2.547	28
St. Augustine's Catholic Academy	30	19	5	10	34	22	3	N/A	Cat 9	1.36	8
St. George & St. Martin's Catholic Academy	30	24	10	6	40	24	0	N/A	Cat 10	0.741	6
St. Gregory's Catholic Academy	60	55	19	17	91	60	0	0	Cat 9	1.795	0
St. John's CE(A) Primary	45	23	11	16	50	28	2	N/A	Cat 8	1.145	17
St. Joseph's Catholic Academy	30	28	9	5	42	28	0	N/A	Cat 10	1.096	2
St. Maria Goretti Catholic Academy	30	25	7	5	37	28	2	N/A	Cat 9	0.978	2
St. Mark's CE Primary	60	60	5	9	74	60	N/A	0	Cat 7	2.391	0
St. Mary's Catholic Academy	30	32	18	7	57	30	N/A	9	Cat 10	0.348	0
St. Mary's CofE Tunstall	60	74	21	12	107	60	N/A	14	Cat 8	0.156	0
St. Matthews CofE Academy	15	11	5	9	25	13	1	N/A	Cat 7	3.402	2
St. Paul's CE(C) Primary	45	7	4	6	17	9	1	N/A	Cat 5	1.765	36
St. Peter's Catholic Academy	30	39	13	4	56	30	N/A	9	Cat 10	0.253	0
St. Teresa's Catholic	45	37	10	15	62	38	1	N/A	Cat 8	6.126	7
St. Thomas Aquinas Catholic	30	42	24	12	78	30	N/A	14	Cat 8	0.446	0
St. Wilfrid's Catholic Academy	45	36	22	8	66	40	2	N/A	Cat 10	0.805	5
Star Academy, Sandyford	30	12	4	7	23	12	0	N/A	Cat 4	0.575	18
Stoke Minster CE Primary Academy	60	31	5	10	46	34	3	N/A	Cat 7	1.436	26
Summerbank Primary Academy	60	45	9	6	60	51	4	N/A	Cat 6	1.104	9
Sutherland Primary Academy	75	52	17	13	82	52	0	N/A	Cat 6	6.701	23
The Crescent Academy	90	64	11	6	81	70	3	N/A	Cat 5	3.06	20
The Meadows Primary Academy	60	44	2	12	58	44	0	N/A	Cat 5	2.041	16
The Willows Primary	90	88	34	30	152	91	0	0	Cat 5	4.215	-1
Waterside Primary	60	63	29	15	107	60	N/A	4	Cat 5	1.2	0
Weston Infant Academy	60	21	12	8	41	27	1	N/A	Cat 5	2.272	33
Whitfield Valley Primary Academy	60	60	11	7	78	60	N/A	1	Cat 5	2.433	0

 School is it's own admissions authority has own admissions policy. Please refer to their policy for full criteria.

 School is it's own admissions authority that follows the LA admissions policy

 School oversubscribed on first preferences received

 Distance measured by Walking Route

# Primary schools in Stoke-on-Trent

Primary School	Telephone	Age*	AN	NOR Summer 2023
<b>Abbey Hulton Primary</b> Headteacher: Mrs Lesley Brookes School Road, Abbey Hulton, ST2 8BS E: admin@abbeyhultonprimary.org.uk	(01782) 235551	N3-4 P4-11	N26 P30	N26 P203
<b>Alexandra Infants School</b> Head Teacher: Mrs Adele Lupton Melville Road, Normacot, ST3 4PZ E: office@alexinfants.co.uk	(01782) 235505	N3-4 I4-7	N39 I60	N37 I142
<b>Alexandra Junior</b> Head Teacher: Dr Ralf Muller Meir Road, Normacot, ST3 7JG E: office@alexandrajunior.co.uk	(01782) 235377	J7-11	J60	J208
<b>Ash Green Primary Academy</b> Headteacher: Mrs J Kessel The Lea, Brough Lane, Trentham, ST4 8BX E: office@ashgreenprimary.co.uk	(01782) 658977	N3-4 P4-11	N60 P60	N46 P416
<b>Ball Green Primary</b> Headteacher: Mr Jonathan Hankey Whitfield Road, Ball Green, ST6 8AJ E: Office@ballgreenprimary.co.uk	(01782) 378771	N3-4 P4-11	N45 P45	N52 P314
<b>Belgrave St Bartholomew's Academy</b> Principal: Mr G Barlow Sussex Place, Longton, ST3 4TP E: belgraveoffice@sbsmat.org	(01782) 486341	N3-4 P4-11	N60 P60	N59 P415
<b>Burnwood Community School</b> Headteacher: Mrs Emma Wickham Chell Heath Road, Chell Heath, ST6 7LP E:burnwoodpri@burnwoodprimary.co.uk	(01782) 235577	N3-4 P4-11	N60 P90	N52 P531
<b>Carmountside Primary Academy</b> Headteacher: Mrs Lisa Challinor Woodhead Rd, Abbey Hulton, ST2 8DJ E: office@carmountside.org.uk	(01782) 234676	N3-4 P4-11	N26 P30	N26 P198
<b>Christ Church CofE Primary Academy</b> Principal: Mrs Paula Scattergood William Street, Fenton, ST4 2JG E: office@christchurchfenton.co.uk	(01782) 234834	N3-4 P4-11	N30 P30	N23 P197
<b>Co-op Academy Clarice Cliff</b> Headteacher: Mrs Diane Broadhurst Goldenhill Road, Fenton, ST4 3DP E: clar-office@coopacademies.co.uk	(01782) 881480	N3-4 P4-11	N60 P60	N53 P370
<b>Co-op Academy Glebe</b> Head of School: Mrs Kirsty Suleman Park Place, Fenton, ST4 3HZ E: gleb-office@coopacademies.co.uk	(01782) 264868	N3-4 P4-11	N30 P30	N28 P211
<b>Eaton Park Academy</b> Principal: Mrs Jessica Bell Arbourfield Drive, Bucknall, ST2 9PF E: office@eatonparkacademy.co.uk	(01782) 234760	N3-4 P4-11	N60 P60	N49 P428

\*P = Primary, I = Infant, J = Junior and N = Nursery



Primary School	Telephone	Age*	AN	NOR Summer 2023
<b>Etruscan Primary</b> Headteacher: Ms S Clarke Dundee Road, Etruria, ST1 4BS E: office@etruscan.org.uk	(01782) 235711	N3-4 P4-11	N45 P60	N45 P411
<b>Forest Park Primary</b> Headteacher: Miss Louise Irving Woodall Street, Hanley, ST1 5ED E: admin@forestpark.org.uk	(01782) 234979	N3-4 P4-11	N52 P60	N52 P420
<b>Gladstone Primary Academy</b> Headteacher: Mrs Elaine Preston Anchor Road, Longton, ST3 5EW E: office@gladstoneprimary.org.uk	(01782) 957267	N3-4 P4-11	N60 P60	N59 P418
<b>Goldenhill Primary Academy</b> Headteacher: Mr Steven Martin Broadfield Road, Goldenhill, ST6 4QE E: office@goldenhillprimary.org.uk	(01782) 235790	N3-4 P4-11	N26 P30	N26 P204
<b>Greenways Primary Academy</b> Headteacher: Miss Jemma Garside Nursery Avenue, Stockton Brook, ST9 9NY E: info@greenways.windsoracademytrust.org.uk	(01782) 235333	N3-4 P4-11	N26 P30	N24 P207
<b>Grove Academy</b> Principal: Mrs Shirley Carrigan Turner Street, Northwood, ST1 2NL E: grove@espritmat.org	(01782) 234550	J7-11	J120	J404
<b>Hamilton Academy</b> Principal: Mrs Yvonne Glaister Barthomley Road, Birches Head, ST1 6NW E: hamilton@espritmat.org	(01782) 234420	N3-4 I4-7	N60 I60	N30 I108
<b>Hanley St Luke's CE (A) Primary</b> Headteacher: Mrs Lynne Williamson, Wellington Road, Hanley, ST1 3QH E: office@hanleystlukes.com	(01782) 234390	N3-4 P4-11	N60 P60	N56 P411
<b>Harpfield Primary Academy</b> Head Teacher: Mrs Jemma Adlington Palmers Green, Hartshill, ST4 6AP E: enquiries@harpfieldprimaryacademy.org.uk	(01782) 234984	N3-4 P4-11	N26 P30	N26 P207
<b>Heron Cross Primary</b> Headteacher: Mrs. Gemma Willdigg Grove Road, Heron Cross, ST4 4LJ E: heroncross@heroncross.org.uk	(01782) 233565	N3-4 P4-11	N39 P60	N45 P350
<b>Hillside Primary</b> Headteacher: Mrs Karen Schonau Field Avenue, Baddeley Green, ST2 7AS E: office@hillsideprimary.org.uk	(01782) 235350	N3-4 P4-11	N26 P30	N26 P211
<b>Holden Lane Primary</b> Headteacher: Miss Clare Thomas Ralph Drive, Sneyd Green, ST1 6JS E: holdenlane@holdenlaneprimary.org	(01782) 234890	N3-4 P4-11	N26 P30	N26 P205

\*P = Primary, I = Infant, J = Junior and N = Nursery

Primary School	Telephone	Age*	AN	NOR Summer 2023
<b>Jackfield Infant School</b> Headteacher: Mrs Rachel Davies Jackfield Street, Burslem, ST6 1ET E: office@jackfieldinfant.org.uk	(01782) 234450	N3-4 I4-7	N60 I60	N51 I179
<b>Kingsland C.E. Academy</b> Principal: Mrs Sara Goddard Werrington Road, Bucknall, ST2 9AS E: kingslandoffice@sbmat.org	(01782) 229138	N3-4 P4-11	N60 P60	N54 P427
<b>Maple Court Academy</b> Executive Principal: Mrs Louise Brammer Beverley Drive, Bentilee, ST2 OQD E: office@maplecourt.uk	(01782) 970293	N3-4 P4-11	N26 P60	N26 P419
<b>Mill Hill Primary</b> Principal: Mrs Adele Mills Sunnyside Avenue, Tunstall, ST6 6ED E: info@milton.windsoracademytrust.org.uk	(01782) 234466	N3-4 P4-11	N60 P60	N52 P360
<b>Milton Primary Academy</b> Head of Academy: Mrs Rebecca Bailey Leek Road, Milton, ST2 7AF E: info@milton.windsoracademytrust.org.uk	(01782) 234780	N3-4 P4-11	N60 P60	N52 P360
<b>Moorpark Junior</b> Headteacher: Mrs Karen Peters Park Road, Burslem, ST6 1EL E: moorpark@moorparkjunior.co.uk	(01782) 234440	J7-11	J60	J238
<b>New Ford Academy</b> Headteacher: Miss Sam Ashley Brownley Road, Smallthorne, ST6 1PY E: office@newford.org.uk	(01782) 234605	N3-4 P4-11	N60 P60	N56 P417
<b>Newstead Primary Academy</b> Executive Headteacher: Mrs Helen Stocking Waterside Drive, Blurton, ST3 3LQ E: newstead@nmat.org.uk	(01782) 235490	N3-4 P4-11	N39 P60	N39 P387
<b>Northwood Broom Academy</b> Academy Principal: Mrs Yvonne Glaister Keelings Road, Northwood, ST1 6QA E: northwoodbroom@espritmat.org	(01782) 234379	N3-4 I4-7	N60 I60	N49 I151
<b>Norton-le-Moors Primary Academy</b> Headteacher: Miss Suzanne Rawlings Norton Lane, Norton-in-the-Moors, ST6 8BZ E: norton@nmat.org.uk	(01782) 234792	N3-4 P4-11	N26 P30	N26 P210
<b>Oakhill Primary</b> Headteacher: Mrs Joanna Leach Rookery Lane, Oakhill, ST4 5NS E: office@oakhillprimaryschool.co.uk	(01782) 235238	N3-4 P4-11	N52 P60	N50 P411
<b>Our Lady's Catholic Academy</b> Head of School: Mrs G Lloyd Watkin Street, Fenton, ST4 4NP E: office@olca.org.uk	(01782) 254832	N3-4 P4-11	N26 P30	N25 P209

\*P = Primary, I = Infant, J = Junior and N = Nursery

Primary School	Telephone	Age*	AN	NOR Summer 2023
<b>Our Lady &amp; St Benedict Catholic Academy</b> Headteacher: Mrs Sarah Clowes Abbey Lane, Abbey Hulton, ST2 8AU E: office@olsbprimary.org.uk	(01782) 234646	N3-4 P4-11	N26 P30	N13 P189
<b>Packmoor Ormiston Academy</b> Headteacher: Mrs Sharon May Carr Street, Packmoor, ST7 4SP E: packmoor@packmoorormiston.co.uk	(01782) 234544	N3-4 P4-11	N60 P60	N60 P385
<b>Park Hall Academy</b> Principal: Mrs Georgina Frost Carberry Way, Weston Coyney, ST3 5QU E: parkhalloffice@sbmat.org	(01782) 312384	N3-4 P4-11	N60 P60	N58 P405
<b>Priory C of E Primary</b> Co-Principals: Miss Pam Keen/ Mrs Jenny Cunliffe Jubilee Road, Trentham, ST4 8EF E: priory@prioryceprimary.org.uk	(01782) 233585	N3-4 P4-11	N26 P60	N32 P385
<b>Sandford Hill Primary</b> Co Headteachers: Mr David Wardle/Mrs Sarah Martin Clayfield Grove, Longton, ST3 5AQ E: office@sandfordhill.org.uk	(01782) 235518	N3-4 P4-11	N60 P60	N40 P422
<b>Sandon Primary Academy</b> Principal: Mrs Rachel Beckett Normacot Grange Road, Meir, ST3 7AW E: info@sandonprimary.org.uk	(01782) 319097	N3-4 P4-11	N60 P60	N60 P461
<b>Smallthorne Primary Academy</b> Principal: Mrs Tina Steele Chetwynd Street, Smallthorne, ST6 1PR E: smallthorne@clt.smallthorne.coop	(01782) 235265	N3-4 P4-11	N30 P30	N26 P205
<b>Sneyd Academy</b> Principal: Mrs Rosina Lee Sneyd Street, Sneyd Green, ST6 2NS E: office@sneydacademy.co.uk	(01782) 234460	N3-4 P4-11	N52 P90	N52 P532
<b>St Augustine's Catholic Academy</b> Principal: Mrs Rebecca Perkins Sandon Road, Meir, ST3 7DF E: office@staca.org.uk	(01782) 254831	N3-4 P4-11	N26 P30	N22 P185
<b>St George and St Martin's Catholic Academy</b> Principal: Mrs Dawn Farmer Boulton Street, Birches Head, ST1 2NQ W: sgsmcp@sgsmnewman.co.uk	(01782) 234384	N3-4 P4-11	N30 P30	N28 P195
<b>St Gregory's Catholic Academy</b> Headteacher: Mrs Victoria Brickley Spring Garden Road, Longton, ST3 2QN E: office@stgca.org.uk	(01782) 254833	N3-4 P4-11	N52 P60	N50 P419
<b>St John's CE (A) Primary School</b> Headteacher: Mrs Susan Bowyer Wheatly Avenue, Trent Vale, ST4 6SB E: office@stjohnscea.org.uk	(01782) 238889	N3-4 P4-11	N39 P45	N29 P312

Primary School	Telephone	Age*	AN	NOR Summer 2023
<b>St Joseph's Catholic Academy</b> Principal: Mrs Laura Hamilton Mobberley Road, Goldenhill, ST6 5RN E: stjoseph@sjnewman.co.uk	(01782) 235393	N3-4 P4-11	N30 P30	N28 P194
<b>St Maria Goretti Catholic Academy</b> Head of School: Mr T Burrows Aylesbury Road, Bentilee, ST2 0LY E: office@stmgca.org.uk	(01782) 254834	N3-4 P4-11	N26 P30	N20 P211
<b>St Mark's CE Primary School</b> Headteacher: Mr Lee Nicholls Wood Terrace, Shelton, ST1 4LR E: office@stmarkssch.org	(01782) 234411	N3-4 P4-11	N45 P60	N43 P408
<b>St Mary's CE Primary School</b> Headteacher: Mrs Clare Morton Ladywell Road, Tunstall, ST6 5DE E: office@stmarysce.org.uk	(01782) 235337	N3-4 P4-11	N60 P60	N60 P418
<b>St Mary's Catholic Academy</b> Executive Principal: Mrs S Rathbone Ford Green Road, Norton, ST6 8EZ E: office@stmarysnewman.co.uk	(01782) 234820	N3-4 P4-11	N26 P30	N29 P210
<b>St Matthew's CE Academy</b> Executive Principal: Miss K Taylor Lightwood Road, Rough Close, ST3 7NE E: stmatthew@stmatthewsacademyce.org.uk	(01782) 394890	P3-11	P15	P83
<b>Saint Nathaniel's Academy</b> Principal: Mrs Rosemarie Patrick Westport Road, Burslem, ST6 4JG E: stnatsoffice@sbmat.org	(01782) 528261	N3-4 P4-11	N60 P60	N60 P415
<b>St Paul's CE (C) Primary</b> Headteacher: Mrs Deborah Sadler Byatts Grove, Longton, ST3 2RH E: office@stpaulsprimaryschool.org.uk	(01782) 235051	N3-4 P4-11	N26 P45	N17 P241
<b>St Peter's Catholic Academy</b> Headteacher: Mrs Rossanna Snee Waterloo Road, Cobridge, ST6 3HL E: stpeter@stpetersnewman.co.uk	(01782) 235040	N3-4 P4-11	N30 P30	N30 P210
<b>St Teresa's Catholic Primary School</b> Headteacher: Mr Nathan Price Stone Road, Trent Vale, ST4 6SP E: stteresa@ctkcc.co.uk	(01782) 307550	N3-4 P4-11	N45 P45	N32 P298
<b>St Thomas Aquinas Catholic Primary School</b> Head Teacher: Mrs Shenade Moorhouse North Street, Stoke-on-Trent, ST4 7DG E: office.sta@ctkcc.co.uk	(01782) 307530	N3-4 P4-11	N30 P30	N30 P210
<b>St Wilfrid's Catholic Academy</b> Executive Principal - Mrs. R. Snee Head of School - Mr. N. Glover Queens Avenue, Tunstall, ST6 6EE E: office@stwilfridsnewman.co.uk	(01782) 235676	N3-4 P4-11	N45 P45	N28 P310

\*P = Primary, I = Infant, J = Junior and N = Nursery

Primary School	Telephone	Age*	AN	NOR Summer 2023
<b>Star Academy</b> Principal: Mrs Sara Bloor Burnaby Road, Sandyford, ST6 5PT E: STA-Office@atrust.org.uk	(01782) 235055	N3-4 P4-11	N30 P30	N12 P181
<b>Stoke Minster Church of England Primary Academy</b> Principal: Mrs J Craig Boothen Old Road, Stoke-on-Trent, ST4 4EE E: office@stokeminsterprimary.org.uk	(01782) 234800	N3-4 P4-11	N39 P60	N37 P378
<b>Summerbank Primary Academy</b> Head Teacher: Miss Clare Pearson Summerbank Road, Tunstall, ST6 5HA E: office@summerbank.co.uk	(01782) 233611	N3-4 P4-11	N52 P60	N48 P412
<b>Sutherland Primary Academy</b> Head of Academy: Mrs Clare Boast Beaconsfield Drive, Blurton, ST3 3DY E: sutherland@sutherlandacademy.co.uk	(01782) 594133	N3-4 P4-11	N60 P75	N51 P464
<b>The Crescent Academy</b> Head Teacher: Mr Adam Clewes Pinewood Crescent, Meir, ST3 6HZ E: crescent@thecrescentacademy.org.uk	(01782) 318145	N3-4 P4-11	N78 P90	N78 P596
<b>The Meadows Primary Academy</b> Headteacher: Mrs Helen Cunliffe Poplar Drive, Blurton, ST3 3AZ E: office@tmpa.set.org	(01782) 235025	N3-4 P4-11	N45 P60	N40 P326
<b>The Willows Primary</b> Headteacher: Mrs Sarah Thursfield Greatbatch Avenue, Penkhull, ST4 7JY E: office@willowsprimary.com	(01782) 233280	N3-4 P4-11	N60 P90	N59 P631
<b>Waterside Primary</b> Executive Headteacher: Mrs Rachel King Eastwood Road, Stoke-on-Trent, ST1 3JS E: office@wps.set.org	(01782) 234630	N3-4 P4-11	N60 P60	N44 P419
<b>Weston Infant Academy</b> Principal: Mrs Julie Birchall West Street, Weston Coyney, ST3 6PT E: wcioffice@sbmat.org	(01782) 319607	N3-4 I4-7	N60 I60	N20 I125
<b>Weston Junior Academy</b> Principal: Mrs Julie Birchall Princess Drive, Weston Coyney, ST3 6NG E: wcjoffice@sbmat.org	(01782) 312112	J7-11	J60	J210
<b>Whitfield Valley Primary Academy</b> Headteacher: Miss Suzanne Rawlings Oxford Road, Fegg Hayes, ST6 6TD E: whitfieldv@nmat.org.uk	(01782) 234570	N3-4 P4-11	N52 P60	N52 P410

\*P = Primary, I = Infant, J = Junior and N = Nursery

# Right of Appeal

## Community and Voluntary Controlled Schools

If we are not able to offer your child a place at your preferred school, you may wish to discuss your child's situation with the Admissions and Transport Team. They will be pleased to help you. If you are still unhappy, you have a right to appeal to an Independent Appeals Panel. For some schools you should lodge your appeal through the local authority. For others, you should go direct to the school. The Admissions and Transport Team will be happy to direct you. Their number is on the back page.

If you believe you have the grounds to appeal **you must complete an appeal form and return it to the appropriate address given on the appeal form. The deadline for Appeals is Wednesday 17 May 2024.** Failure to meet this deadline may result in your appeal not being heard until September 2025.

An appeals form and information is available from the Admissions and Transport Team or on the website [stoke.gov.uk/education](http://stoke.gov.uk/education).

All appeals will be considered by an Appeal Panel constituted in accordance with the provisions of the School Standards and Framework Act (SSFA) 1998. The Appeal Panel normally consists of three independent people. None of them work for the city council or will have been involved with your case.

The panel is independent of the Admission Authority and their decision will be binding on both you and the Admission Authority.

The Advisory Centre for Education (ACE) provides an additional, independent source of advice for parents unable to secure the place they want for their child. Their website can be found at [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

## Voluntary Aided Schools

If you have been refused a place at a church aided school and you wish to appeal, you should appeal directly to the school. This can be done by writing to the Chair of Governors, care of the school. If you have any difficulties contact the Admissions and Transport Team for advice.

## Class Size Appeals

Since September 2001, there are statutory limits on class sizes. This means that, classes in Key Stage 1 **may not** contain more than 30 pupils with a single qualified teacher. Because of this, Appeals against a decision not to admit further pupils into infant classes of 5, 6 and 7 year olds can only be considered on limited grounds. The limited grounds are:

Where an appeal panel is satisfied that:

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admissions arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

In relation to point b) it is not enough to say that there has been a mistake in implementing the school's admission arrangements.

The appeal panel can only uphold the appeal in cases where it is clear that the child would have been offered a place if the admission arrangements had been properly implemented or were not contrary to mandatory provisions in the School Admissions Code and the SSFA 1998.

There are some legal exceptions to the Class Size Legislation. These are:

1. children admitted outside the normal admissions round with an Education, Health & Care Plan specifying a school;
2. looked after children and previously looked after children admitted outside the normal admissions round;
3. children admitted, after initial allocations of places, because of a procedural error made by the admission authority or local authority in the original application process;
4. children admitted after an independent appeals panel upholds an appeal;
5. children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (2 miles – statutory distance);

6. children of UK service personnel admitted outside the normal admissions round;
7. children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
8. children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In view of these limitations, parents have a very limited chance of success in relation to ‘infant class size’ appeals. Below are the statistics for the last 3 academic years.

<b>Stoke-on-Trent City Council Appeal Statistics</b>			
Primary Schools (Infant Class Size)	2020/21	2021/2022	2022/23
Number of appeals heard	78	74	87
<b>Number of successful appeals</b>	<b>12</b>	<b>11</b>	<b>7</b>



# Transport

It is the responsibility of parents to ensure that their child(ren) get to and from school at the appropriate time each day.



**When deciding on which school you want to send your child to, you may wish to think about the journey to school. For example, how far it is, is it safe, is it a pleasant journey, and how much it will cost.**

Stoke-on-Trent City Council will provide assistance with a pupil's school transport arrangements if they meet the criteria under our Home to School Travel Assistance Policy.

## **Home to School Transport Policy Home to school travel assistance-eligibility criteria**

Travel assistance will be provided free of charge for children who live in the area administered by Stoke-on-Trent City Council and who meet one of the criteria listed below:

- A child aged 8-16 years on 31 August 2023 and living 3 miles or more from the nearest suitable school.
- A child who is 5 years of age and below 8 years of age on 31 August 2023 and living 2 miles or more from the nearest suitable school.
- Children who live within walking distance of their nearest suitable school, but, due to the nature of the route, cannot reasonably be expected to walk to school.

Please note:

- Distance will be calculated by the Local Authority using the shortest available walking route.
- Any concerns about the nature of the route i.e. its suitability for walking to school (criterion 3 above), will need to be confirmed in writing and submitted along with an application form for consideration by the Local Authority.

## **Extended rights**

As well as the three criteria listed above, children whose parents are receiving the maximum Working Tax Credit or are eligible for, or claiming free school meals (based upon income), will be eligible to receive travel assistance if they meet the criteria shown below. For these extended rights to free travel to be agreed, proof of entitlement is required at the time of application and annually thereafter for travel assistance to continue:

- For children aged 8-11, distance to the nearest suitable school is 2 miles and over.
- To avoid disappointment, you are strongly advised to check if your child is eligible to receive travel assistance by reading the council's Home to School Travel Assistance Policy before completing an application form.

To request an application form, or if you have any queries regarding the information above, please email [schooltransport@stoke.gov.uk](mailto:schooltransport@stoke.gov.uk).

## **Children with special educational needs and/or disabilities (SEND)**

For children and young people with SEND, please read the additional information about travel assistance published on our SEND Local Offer web pages by following the link below. Here you will find information about the eligibility criteria, go to [localoffer.stoke.gov.uk/travel link \(external link\)](https://localoffer.stoke.gov.uk/travel-link) to view our policy and an online form to apply for travel assistance.

## **Transport for Children with Special Needs**

Children who have an Education, Health & Care Plan and who attend the nearest suitable school for their needs, may be provided with assistance with their transport requirements. For further details please contact [TransportRequest@stoke.gov.uk](mailto:TransportRequest@stoke.gov.uk)



## Sustainable Travel to School

Starting school can be a big change for both you and your child and how your child travels to school is often the last thing on your list of things to think about.

Walking, cycling and public transport are a perfect alternative to the traditional 'school run' relieving the stress of driving for parents and taking away the parking difficulties and congestion around the school gates. So, we would like you to become part of our School Run Revolution – if you can why not choose to walk, cycle or scoot to school every day. If not look at using public transport as an alternative to the car. Together we can make the area around the school gate a more pleasant and safe place to be by reducing traffic and improving air quality, it will also encourage healthier lifestyles and you can make the journey fun.

Walking to school benefits pupils, parents, the school and the local community in a variety of ways:

- It develops pedestrian and road safety skills
- It reduces traffic congestion around the school gates – no more fighting for the last parking space
- It makes the school gate a safer area to be in – less cars means more room for pedestrians
- It saves time – it's often quicker to walk (even a little bit) than to sit in school traffic
- Pupils arrive at school more alert and on time
- Less car emissions means improved air quality
- It promotes moderate physical exercise.

It may be difficult to walk your children to school every day, but could you look at active travel to school for one or two days a week? Maybe have a Walking Wednesday – or a Feet First Friday! Small changes can be a lot easier to stick to and making a small change to your school run will hopefully make you think about all your short journeys.

Did you know? Nearly 50% of the children across the Stoke-on-Trent make a car free journey to and from school every day

So here are the options to consider. Why not give one or more a go?

- Walk – often quickest door to door;
- Cycle – there are plenty of off road routes you can check out that are safe for you to cycle with your children at [stoke.gov.uk/sports](https://stoke.gov.uk/sports) ([external link](#))
- Park & Stride – parking a short walk from the school gates means you use your car for part of the journey but also actively travel that important ten minutes to the school gate.
- Stoke-on-Trent Public Transport and Cycling Map and Journey Planner ([cartogold.co.uk](https://cartogold.co.uk))
- Car share – cut your fuel costs

For more information please contact the School Travel Adviser at [travel.smart@stoke.gov.uk](mailto:travel.smart@stoke.gov.uk) ([external link](#))

# Other information

## Fair Access Protocol

The local authority is required to have an In-Year Fair Access Protocol in order to ensure that access to education is secured quickly for children who have no school place and that all schools in the city admit their fair share of children with challenging behaviour.

Once a child is identified as not having been able to secure a school place, the In-year Admissions Team will ask for a copy of his/her school record and any information relevant to the child's placement.

In coming to a decision about the child's placement the local authority will take careful account of the views of the Headteachers and governing bodies of the schools named by the parent. In particular the local authority will take account of any genuine concerns about a Fair Access admission e.g. a previous serious breakdown in relationships between the family and the school, etc.

Children without a school place must take precedence over children on a waiting list attending another school.

## Information for Families

A wide range of free information, advice and support is available to parents and carers of children and young people in Stoke-on-Trent:

- Behavioural issues – tackling issues affecting your family;
- Signposting – to services which can provide specialist support and advice;
- Rights and entitlements – your legal and parental rights as a parent or carer;
- Activities – taking place across Stoke-on-Trent during school holidays;
- Childcare – types of childcare, availability of childminders, out-of-school clubs and holiday schemes;
- Family benefits – information on schemes to help with the cost of childcare.

We can also provide information and connect you to other services offering specialist support:

- Children's centres
- Family support;
- Youth offending prevention;
- Domestic violence advice and support;
- Youth development;
- Support for young carers;
- School attendance and other education welfare issues;
- Sex, teenagers and relationships;
- Drug and alcohol education and support for young people;
- Job enterprise and training;

For more information please contact your nearest children's centre:

Westfield - 01782 237500,

Blurton - 01782 231815,

Thomas Boughey - 01782 237100,

Stoke North 01782 232977.

Our helpline is available from 9.00am to 5.00pm Monday to Thursday, 9.00am to 4:30pm on Friday. An answerphone message is available at all other times. You can view our web pages for more information for families at [stoke.gov.uk/children\\_and\\_families](http://stoke.gov.uk/children_and_families) ([external link](#))

## SEND Information Advice and Support Service (SENDIASS)

Our service is free, impartial and confidential.

We have independently trained staff that can provide information, advice and support for children, young people, parents and carers of children with Special Educational Needs and/or Disabilities (SEND) from 0-25 years.

We offer information, advice and support to enable you to participate fully in decisions about the outcomes you wish to achieve. Our aim is to empower others to play an active and informed role.

**We can support by:**

- Listening to children, parents/carers and young people's views about education.
- Sharing accurate and unbiased information.
- Offering advice if learners with SEND need extra help in education
- Offering support in preparing for meetings, writing letters and filling in forms
- Signposting to Parent/Carer forums, Stoke Local Offer and other organisations that may help.

**We're here to listen to any concerns that you might have regarding:**

- SEND law and your rights
- Education, Health and Care Needs Assessments and Plans
- Children that are not attending school or have been excluded
- Resolving disagreements, complaints procedures, mediation and tribunal appeals
- If you are considering Home Educating.

To find out more information, please contact:

- **Tel: (01782) 234701**
- **E-mail: [iass@stoke.gov.uk](mailto:iass@stoke.gov.uk)**
- **Website: [www.sendiass-stoke.co.uk](http://www.sendiass-stoke.co.uk)**
- **Facebook: Stoke-on-Trent Sendiass**

Our Duty Phone is available: Monday - Friday: 10am to 2:30pm. An answerphone service is available outside of these hours

**Free School Meals**

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

- Universal Credit – provided you have an annual net income of no more than £7,400 as assessed by earnings from up to 3 of the most recent assessment periods (not including any benefits you get)

Please contact your child's school to make an application or to add a child to an existing claim. You can contact the Free School Meals Team at [FSM@stoke.gov.uk](mailto:FSM@stoke.gov.uk)

**Complaints**

Although our schools will try to offer your child the best possible education, you may at some point feel you wish to make a complaint.

If you are concerned about any aspect of your child's education, you should firstly talk to the school. Most problems can be sorted out informally. If you are still unhappy, the local Education Welfare Officer will be able to advise you what to do next.

If you are still concerned, you can contact OfSTED or, in the case of an academy, the Academies Unit at the Department for Education (DfE). Each faith school has its own complaints policy, a copy of which is available from the school.

**Education Welfare**

The Education Welfare Service works in close partnership with schools, educational settings and other providers of education for children and young people. The service has a range of statutory responsibilities and works to promote improved attendance and attainment across the city. The service also offers a traded component to its functions to enable schools and other educational settings to buy in additional support and guidance if needed.

All schools in Stoke-on-Trent receive support to ensure that they and the service work together to meet the following statutory responsibilities:

- To ensure children of compulsory school age are receiving a suitable education either by regular attendance at an approved educational setting or otherwise.

- To support school improvement through promoting regular attendance at schools/academies as a pre-requisite to raising levels of achievement for pupils in line with Department for Education (DfE) Statutory Guidance and Ofsted 's inspection framework.
- To ensure that vulnerable children and young people, identified by either: schools/ academies, parents or carers, self or other agencies, are supported to access their education when there are issues relating to attendance.
- The management and issuing of Penalty Notices in line with Stoke-on-Trent Local Authority's Code of Conduct; including the issuing of Penalty Notices on behalf of schools when an absence of leave is taken in term time.
- To enforce school attendance and instigate court proceedings under Sections 444 (1), 444 (1A) and 444ZA of the Education Act 1996.
- To undertake enforcement proceedings under Section 103 of the Education and Inspections Act 2006.
- To undertake the council's statutory duty under the Education Act 1996, the School Standards and Framework Act 1998, The Education (Pupil Registration) Regulations 2006 in relation to school attendance, children missing from education and elective home education. Registration Practice training;
- To ensure schools/academies are compliant with the Education (Pupil Registration—England) Regulations 2006 and Sections 434 and 551 of the Education Act 1996.
- To assist in fulfilling the obligations placed on the local authority under the Children Act 1989 in relation to Child Protection, the Children in Need Assessment Framework and Looked after Children.
- Tracking cases where children are missing from education.
- To support the Elective Home Education Lead, where necessary, in the tracking of children whose parents have chosen to electively home educate.
- To fulfil the local authority's statutory duties in relation to child employment under the Children and Young Persons Act 1933 (as amended), the Children (Protection from work) Regulations 2000.
- To fulfil the local authority's statutory duties in relation to child entertainment under the Children and Licensing regulations.

Contact:

Angela Hallam:

Education Welfare Team Manager

Tel: **01782 235355**

Email: [Education.welfare@stoke.gov.uk](mailto:Education.welfare@stoke.gov.uk)

### Further Help and Information

The **Admissions and Transport Team** is the central contact point for parents requiring further help or information. Our helpline telephone numbers are **01782 234598**.

The team may also be contacted by writing to:

**Admissions and Transport Team  
Children and Family Services  
Floor 2, Civic Centre, Glebe Street  
Stoke-on-Trent  
ST4 1HH**

Or you could contact us by e-mail on [admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk)



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**



Deadline for applications  
**MONDAY 15  
JANUARY 2024**

# Appendix A

Please read and understand the admission arrangements for the schools you are interested in before completing an application for your child.

All applications for admission to community, voluntary controlled, voluntary aided schools and academies at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council.

A parent can apply for a place for their child at any state-funded school in any area. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill in a common application form. This can be done on-line. This means that parents apply to the local authority in which they live for places at their preferred schools. Parents are encouraged to express a preference for at least three schools.

Other information about how offers were made for places in September 2023 can be found in the section which starts on pages 20 - 21 ('How places were allocated for September 2023')

There is no guarantee that the same pattern will repeat in 2024.

Pupils with an Education, Health & Care Plan are considered separately and before everyone else and must be accepted by the school named on their Plan. They will count towards the school's admission number.

If a school has more places than applications, any parent that applies must be offered a place.

If a school has more applications than places, a school's admission authority must rank applications in order against its published oversubscription criteria and send that list back to the local authority

### **How to make an In-Year application**

Applications made outside the normal admission round (In-Year Admissions) must be made directly to the school. The school will provide an in-year application form for parents to complete.

You can also get an application form from the Local Authority. Please see below the Stoke-on-Trent Admissions Policy.



# Admission arrangements for community and voluntary controlled nursery settings and primary schools for 2024/25

## 1. Nursery Provision

Children aged three years on or before 31 August are able to attend a nursery class or nursery school in September. Attendance at nursery school is not a requirement at this age but is at the discretion of parents.

Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.

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.

### 1.1 Nursery admissions oversubscription criteria

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

1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 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);
3. Other children living within the catchment;
4. 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);
5. 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.

<sup>1</sup>The local authority in the area that the family lives.

### 1.2 Nursery admissions waiting list

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

## 2 Primary admissions

Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

All applications for admission to school at 4+ are co-ordinated by home local authorities<sup>1</sup>. All local authorities provide a common application form for this purpose. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas must be included on the application form provided by Stoke-on-Trent City Council.

Parents are invited to name five schools in order of preference. Admissions authorities have to consider preferences in accordance with their published admissions criteria. They cannot take account of where the school is placed in the order of preferences.

## 2.1 Published admission numbers (PAN)

All schools must have a Published Admission Number (PAN), which applies to the relevant age group<sup>2</sup>, e.g. the reception class in a primary school. The PAN is normally based on the school's net capacity.

Ball Green Primary	45
Burnwood Primary	90
Heron Cross Primary	60
Hillside Primary	30
Holden Lane Primary	30
Priory CE (C) Primary	60
Sandford Hill Primary	60
St. Paul's CE (C) Primary	45
Willows Primary	90

## 2.2 Oversubscription criteria

Where there are more applications for a school than there are places available, the Local Authority will use the following priorities, in order, to allocate places:

1. Children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment area of the school.
4. Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
5. 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.

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their

home to the main entrance of the school as measured by straight line. Where distance is equal for two or more applications, a tie-breaker will be applied whereby places will be determined by random allocation.

The Local Authority will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Local Authority considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list at the top of the criterion of which they have been ranked.

### 2.2.1 Catchment areas

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

### 2.2.2 Siblings

For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), step brother/sister (i.e. related by parent's marriage/civil partnership) or unrelated, but their parents are living together as partners at the same address as the child for whom the place is being requested. It also includes any other child living at the same address, under the terms of a Residence Order.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Local Authority will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked to decide on behalf of the family.

### 2.2.3 Distance measurements

The Local Authority uses a geographic information system (GIS) to calculate home to school distances. This determines co-ordinates of the applicant's home address using the Local Land and Property Gazetteer

<sup>2</sup>This is the age group at which pupils are or will normally be admitted to the school e.g. Reception and year 7. In Stoke-on-Trent, for some schools there are other relevant age groups, which can include Year 3 (infant to junior) and Year 5 (first to middle school).

(LLPG) and OS Address Point data<sup>3</sup>. For allocation and waiting list purposes, this distance will be measured as a straight-line distance from home to school in miles.

### 2.3 Waiting lists

If an infant class is full, a waiting list based on the above criteria must be held until the end of December of that academic year. By local agreement, waiting lists will be maintained until the end of the relevant academic year. A position on a waiting list is not fixed and applicants may move up and down the list. Inclusion on the waiting list does not guarantee a place at the school. All unsuccessful applicants will be placed on the waiting list of a school or schools and will remain on the list until the list closes, a place becomes available, or the family ask to be removed from the waiting list.

### 2.4 Admission outside the normal age-group

Admission outside normal age-group – parents may request that places be made available outside the normal age group (e.g., if a child is summer-born<sup>4</sup>, gifted and talented, or has experienced problems such as ill-health, etc). A decision will be taken by the admission authority on the basis of the circumstances of the case and taking account of the views of the headteacher of the school concerned.

### 2.5 Appeals

Where parents are unsuccessful in securing a place at their preferred school, an appeal against the decision can be made to an independent appeals panel set up by the City Local Authority. The decision to appeal does not prevent parents from accepting an alternative school while the appeal process takes place.

### 2.6 Late applications

It is the applicant's responsibility to ensure that their application is submitted on-time. Any application submitted after the closing date is deemed to be late. All additional school preferences (including where the applicant has decided to change their preference) must be made in writing to the School Admissions Team and those requests

submitted after the closing date will be processed after all on-time applications. Late applications for community and voluntary controlled schools will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications.
2. Exceptional circumstances, stated in writing with evidence, which prevented the form from arriving on time.
3. An error on the part of the school.

The Local Authority cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. Correctly submitted on-line applications generate an electronic receipt, which must be retained by the applicant. Paper applications can be given to your local primary school. It is recommended that you obtain a receipt. If posting an application, it is recommended that the form is sent by recorded delivery.

## 3 Additional notes

Families are strongly encouraged to read the Stoke-on-Trent prospectus, which provides details of the application process, key deadlines and information about Stoke-on-Trent schools.

### 3.1 Pupils with an Education, Health and Care Plan (EHCP)

These children are considered separately and before everyone else and must be accepted by the school named on their EHCP. They will count towards the school's admission number. Pupils undergoing a statutory assessment that has not been completed must also make an application for a school place through the Local Authority's co-ordinated admission scheme.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**

<sup>3</sup>The child's home address point is used to determine the catchment within which the property lies.

<sup>4</sup>Children born from 1st April to 31st August are summer born children and reach compulsory school age in the September following their fifth birthday.



### 3.2 Parental responsibility

Only those holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. Where parental responsibility is equally shared, the child's parents should determine which parent should submit the application.

### 3.3 Parental disputes

Only one application can be made for each child. Parents should agree on school preferences for a child before an application is made. The Local Authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately. If parents cannot agree and neither has obtained a court order stating who should be making the application/what the preference(s) should be, the Local Authority will accept an application from the parent living at the address at which the child is registered either at a previous nursery/primary school or at the GP.

### 3.4 Withdrawing places

Once parents have been notified of an offer of a school place the Local Authority will withdraw the offer only in exceptional circumstances, such as:

1. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.
2. Where a place was offered in error.

### 3.5 Home address

The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with separated parents, with shared responsibilities, each for part of the school week, the home address will be that at which the child is registered at a previous nursery/primary school or at the GP.

### 3.6 Decisions on applications

The Local Authority will notify all applicants of the outcome of their application for a school place on the specified offer date (refer to the admissions timetable). Applicants who choose to make an online application will receive an email confirming their decision on the offer date. Decision letters to parents making paper applications will be issued by second class post.

## 4 In-year Admissions

All in-year applications must be made to the school. An in-year application is for the admission of a child to a relevant age group<sup>5</sup>, but it is submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than a relevant age group.

During the school year there are limited school places available and applicants moving into or within Stoke-on-Trent should not assume that their child will be automatically allocated a place at their local school. There is no guarantee of a place at any school, even if it is the catchment area school. If the school is already at capacity in the year group, the application may be refused.

The Local Authority will make appropriate arrangements with schools for data sharing and pupil tracking.

<sup>5</sup>The age group to which pupils are normally admitted to the school.

# Nursery Schools

## Bentilee Nursery School

Treehouse Children's Centre, Dawlish Drive,  
Bentilee, Stoke-on-Trent ST2 0HW  
Tel: 01782 235065  
[www.bentileenursery.co.uk](http://www.bentileenursery.co.uk)  
[office@bentileenursery.co.uk](mailto:office@bentileenursery.co.uk)  
Headteacher: Miss Juliet Levingstone

The School admits students from the age of 2+

Bentilee nursery school offers part time provision (15 hours free across two and half days a week). Children can be admitted the term after they are two, if they are entitled to two year old funding.

Children can also be admitted the day after they are three years old if they are entitled to two year old funding. If not, they can start the term after they are three.

### How to apply for a Nursery place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form. The closing date for applications is **31 January 2024**.

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



# Infant Schools

## Alexandra Infants School

Melville Road, Normacot,  
Stoke-on-Trent ST3 4PZ  
Tel: 01782 235505  
www.alexinfants.co.uk  
Head Teacher: Mrs Adele Lupton

The School admits students between the ages of 3-7

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Policy

This policy has been adopted on behalf of all academy schools in The New Guild Trust: Moorpark Junior School, Jackfield Infant School, Alexandra Junior School and Alexandra Infants' School

#### 1. Nursery Provision

1.1 Children aged three years by 31 August are able to attend nursery provision in our Infant schools in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

#### 1.2 Oversubscription Criteria

Where there are more applications for our Nursery settings than there are places the following priorities will be used in order to allocate places:

1. Children in the Care of the Local Authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or Special Guardianship Order).
2. Children living within the catchment who have an elder brother or sister at the schools who will still be attending at the

time of admission (or at the linked junior school in the case of infant schools).

3. Other children living within the catchment.
4. Children living outside the catchment who have an elder brother or sister at the schools who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
5. Children who live nearest to the schools as determined by a straight line measurement from the child's home address point to the main entrance of the schools.

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

1.4 Attendance at a particular Nursery setting will not guarantee admission to a Reception class at the same school.

1.5 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.

#### 2. Primary Provision

2.1 Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at one of our schools, that child is entitled to a full time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

2.2 All applications for admission to the New Guild Trust academy schools at 4+ are managed by Stoke-on-Trent City Council.

Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill out a common application form. This can be done on-line at [stoke.gov.uk/primary school admissions](http://stoke.gov.uk/primary_school_admissions) ([external link](#)).

2.3 Schools have a Pupil Admission Number (PAN) for each year group, including the Reception class. The PAN is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the PAN. Regulations also require that Reception and Infant classes must have no more than 30 pupils to each teacher.

2.4 Parents are asked to name three schools, in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their published admissions criteria. They cannot take account of where the school is placed in the order of preferences.

2.5 Oversubscription Criteria  
Where there are more applications for an academy, community or voluntary controlled primary school than there are places available, the Council will use the following priorities, in order, to allocate places:

1. Children cared for by a Local Authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order).
2. Children living in the catchment area of the schools who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment area of the schools.
4. Children living outside the catchment area of the schools who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).

5. 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.

2.6 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by a straight line. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.

2.7 The Council also has to comply with the Infant Class Sizes Regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.

2.8 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

2.9 Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Council will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

2.10 Admission outside normal age-group – parents may request that places be made available outside the normal age group (e.g. if a child is summer-born, gifted and talented, or has experienced problems such as ill-health, etc.). A decision will be taken by the admission authority on the basis of the circumstances of the case and taking account of the views of the Head Teacher/Head of School of our schools.

2.11 Part-time provision - parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.12 Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

### 3. Additional Notes

3.1 Pupils with a Statement of Special Educational Need are considered separately and before everyone else and **MUST** be accepted by the school named on their Statement. They will count towards the school's admission number.

3.2 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

3.3 Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or
3. An error on the part of the school; or
4. The application is received before Own Admission Authority schools have ranked their applications;

5. Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

3.4 Withdrawal of places - once parents have been notified of an offer of a school place the Council will withdraw the offer only in exceptional circumstances, such as:

1. Failure to respond to the offer within the specified time following a reminder.
2. If the offer was made based on fraudulent or misleading information on the application form, e.g. a false claim to residence within a catchment area.
3. Where a place was offered in error at a school where the Council is not the admissions authority.

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

3.6 In-year Admissions – where applications for places are made outside the normal admissions round, these should be made directly to the school. The City Council will make appropriate arrangements with schools for data sharing and pupil tracking.

3.7 The Council uses a Geographical Information system to calculate home to school distances. This determines co-ordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

3.8 Waiting lists will be maintained until the end of the Autumn Term. A position on a waiting list not fixed and applicants may move up and down the list. Inclusion on the list does not guarantee the ultimate provision of a place at this school.

3.9 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week. The child's home address point is used to determine the catchment within which the property lies.

## Jackfield Infant School

Jackfield Street, Burslem,  
Stoke-on-Trent ST6 1ET  
Tel: 01782 234450  
www.jackfield.stoke.sch.uk  
Headteacher: Mrs Rachel Davies

The School admits students between the ages of 3-7

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024..**

**The closing date for Reception applications is 15 January 2024.**

### Policy

This policy has been adopted on behalf of all academy schools in The New Guild Trust: Moorpark Junior School, Jackfield Infant School, Alexandra Junior School and Alexandra Infants' School

#### 1. Nursery Provision

1.1 Children aged three years by 31 August are able to attend nursery provision in our Infant schools in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

#### 1.2 Oversubscription Criteria

Where there are more applications for our Nursery settings than there are places the following priorities will be used in order to allocate places:

1. Children in the Care of the Local Authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or Special Guardianship Order).
2. Children living within the catchment who have an elder brother or sister at the schools who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment.

4. Children living outside the catchment who have an elder brother or sister at the schools who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
5. Children who live nearest to the schools as determined by a straight line measurement from the child's home address point to the main entrance of the schools.

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

1.4 Attendance at a particular Nursery setting will not guarantee admission to a Reception class at the same school.

1.5 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.

#### 2. Primary Provision

2.1 Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at one of our schools, that child is entitled to a full time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

2.2 All applications for admission to the New Guild Trust academy schools at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill out a common application form. This can be done on-line at

[stoke.gov.uk/primary\\_school\\_admissions](https://stoke.gov.uk/primary_school_admissions) (external link).

2.3 Schools have a Pupil Admission Number (PAN) for each year group, including the Reception class. The PAN is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the PAN. Regulations also require that Reception and Infant classes must have no more than 30 pupils to each teacher.

2.4 Parents are asked to name three schools, in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their

published admissions criteria. They cannot take account of where the school is placed in the order of preferences.

2.5 Oversubscription Criteria  
Where there are more applications for an academy, community or voluntary controlled primary school than there are places available, the Council will use the following priorities, in order, to allocate places:

1. Children cared for by a Local Authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order).
2. Children living in the catchment area of the schools who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment area of the schools.
4. Children living outside the catchment area of the schools who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
5. 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.

2.6 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by a straight line. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.

2.7 The Council also has to comply with the Infant Class Sizes Regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.

2.8 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

2.9 Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Council will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

2.10 Admission outside normal age-group – parents may request that places be made available outside the normal age group (e.g. if a child is summer-born, gifted and

talented, or has experienced problems such as ill-health, etc.). A decision will be taken by the admission authority on the basis of the circumstances of the case and taking account of the views of the Head Teacher/Head of School of our schools.

2.11 Part-time provision - parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.12 Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

### **3. Additional Notes**

3.1 Pupils with a Statement of Special Educational Need are considered separately and before everyone else and MUST be accepted by the school named on their Statement. They will count towards the school's admission number.

3.2 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

3.3 Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or
3. An error on the part of the school; or
4. The application is received before Own Admission Authority schools have ranked their applications;
5. Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

3.4 Withdrawal of places - once parents have been notified of an offer of a school place the Council will withdraw the offer only in exceptional circumstances, such as:

1. Failure to respond to the offer within the specified time following a reminder.
2. If the offer was made based on fraudulent or misleading information on the application form, e.g. a false claim to residence within a catchment area.
3. Where a place was offered in error at a school where the Council is not the admissions authority.

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

3.6 In-year Admissions – where applications for places are made outside the normal admissions round, these should be made directly to the school. The City Council will make appropriate arrangements with schools for data sharing and pupil tracking.

3.7 The Council uses a Geographical Information system to calculate home to school distances. This determines co-ordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

3.8 Waiting lists will be maintained until the end of the Autumn Term. A position on a waiting list not fixed and applicants may move up and down the list. Inclusion on the list does not guarantee the ultimate provision of a place at this school.

3.9 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week. The child's home address point is used to determine the catchment within which the property lies.



## Weston Infant Academy

West Street, Weston Coyney,  
Stoke-on-Trent ST3 6PT  
Tel: 01782 312112  
www.westonfederation.co.uk  
Principal: Mrs Julie Birchall

The School admits students between the ages of 3-7

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

Weston Infant and Junior Academies welcome children from all backgrounds, faiths and those of no faith. The Governors of the Academy are committed to developing an inclusive school that reflects the diversity of the local community

As well as being an inclusive academy, the Infant school and Junior school have a distinctive ethos and character. All parents applying for a place at our Academy are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend our Academies will actively participate in the life of the school.

### Admission criteria

Parents wishing to apply for a place at Weston Infant and Weston Junior Academies (The Weston Federation) can apply online at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions) ([external link](#)). **Paper forms are only available for late applicants or those with additional needs that preclude the use of the on-line system.**

The admission of pupils with an Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the EHCP and will be placed first. This is a statutory entitlement under S.324 of the Education Act 1996.

Children who attend Weston Infant Academy and apply for a place at Weston Junior Academy will be allocated a place before the oversubscription criteria operates.

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available within any oversubscription criteria, priority will be given to the applicants whose permanent address is closer to the Academy as measured by a straight line measurement, using GIS, the Governors, who are the admissions authority for the Academy, will operate the following oversubscription criteria:

- a) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order) as defined by the Children's Act 1989, including 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.
- b) Children living in the catchment area of the Academy, who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date.

Siblings are considered to be those children who live at the same address and either:

- Have one or both natural parents in common  
OR
- Are related by a parent's marriage or related by parents living as partners at this address  
OR
- Are adopted or fostered by a common parent  
OR
- Children not adopted, fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

We do not include cousins within our definition of siblings.

If a child lives with parents with shared responsibilities, each for part of the week, the 'home address point' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address point will be the one used when applying for child benefit.

- c) Children living within the catchment area of the academy.
- d) Children not living in the catchment area of the Academy, who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date. (see above definition of siblings)
- e) Other students arranged in order of priority according to how near their home address point is to the Academy. Distance is measured by straight line measurement from the home address point to the main gate of the school (West Street for the Infant Academy and Princess Drive for the Junior Academy) as measured by the Local Authority geographical information system.

### **Appeals**

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director's Office, City of Stoke-on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH. The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days:

### **In Year Admissions**

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy and the allocation of places will be made in line with the above oversubscription criteria.

### **Waiting List**

The Academy will maintain a waiting list until the end of each academic year. Applications for inclusion on this waiting list must be made directly to the Academy and these will be ranked according to our over-subscription criteria.



# Primary Schools

## Abbey Hulton Primary

School Road, Abbey Hulton,  
Stoke-on-Trent ST2 8BS  
Tel: 01782 235551  
www.abbeyhultonprimary.org.uk  
Headteacher: Mrs Lesley Brookes

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Ash Green Primary Academy

The Lea, Brough Lane, Trentham,  
Stoke-on-Trent ST4 8BX  
Tel: 01782 658977  
www.ashgreenprimary.co.uk  
Headteacher: Mrs Kessel

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

**Any reference to the 'home address' in these Arrangements refers to the 'home address point' – i.e. the specific point within the boundary of the property the 'home address' is measured to.**

### Admission criteria

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 / academy that they wish their child to attend, there is no guarantee of a place being offered at their preferred school / academy.

It is the Trust's policy to try and meet parent's wishes where possible, however in some cases there may be more applications for a particular school / academy than there are places available. Admission to oversubscribed schools / academies are determined by the oversubscription criteria detailed below.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**



Deadline for applications  
**MONDAY 15  
JANUARY 2024**

## Oversubscription Criteria

If the total number of preferences for admission to a school / academy exceeds the school's / academy's Published Admission Number (PAN), the following order of priority is used to allocate the available places.

(N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school / academy then they will be offered a place at the school / academy ranked highest on their application.)

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application) from either a consultant or qualified social worker. This report must clearly specify, for health reasons only, why it is better for the child's health to attend the preferred school / academy rather than any other school / academy.

Exceptional circumstances must relate to the choice of school / academy and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. a qualified social worker. This report must clearly specify why it is desirable for the child to attend the preferred school / academy rather than any other school / academy.

and

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school / 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 / academy. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3. Children who have an elder sibling in attendance at the preferred school / academy (or in the case of an infants school / academy, the affiliated Junior school / academy) and who will still be attending the school / academy at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same home 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 home address, whose parents live as partners.)
4. Children of staff in either of both of the following circumstances:
  - a) where the member of staff has been employed at the school / academy for two or more years at the time at which the application for admission to the school / academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.'
5. Children living within the catchment area of the preferred school / academy.
6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school / academy, determined by a straight- line measurement as calculated by the relevant Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust and / or relevant Local Authority 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 / academy, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

### **Additional Notes**

Copies of cluster and catchment area maps are available from the relevant Local Authority or individual schools / academies.

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

Applications for nursery settings are processed centrally by the relevant LA's School Admissions Service.

Attendance at a particular nursery setting will not guarantee admission to any particular Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. 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 Trust and / or the relevant Local Authority will not seek to obtain this information on behalf of the applicant.

The Trust 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 / academy. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Home Address Point data.

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 friend's or relative's home address will not be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Trust and / or relevant Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Trust and / or relevant Local Authority will only accept the revised home address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2018. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes on the offer date.

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

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 (e.g. tenancy agreement / utility bill / mortgage documents) to support the home address they wish to be considered for allocation purposes (Please note that bank statements are not acceptable for this purpose).

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence

from you to confirm that this is the case. The Trust and / or relevant local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

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 or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

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. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this 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.

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

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.

There is no statutory right of appeal for admission to a maintained nursery setting. Any disputes over the administration of the policy will be dealt with by the Trust's and / or relevant Local Authority's complaints procedure.

### **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 / academy 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 / academy, parents should visit their preferred school(s) / academies to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school / academy.

### **Admission Outside of the Normal Age Group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

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 Trust who will take into account the circumstances of the case and views of the head teacher of the school / academy concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

### **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. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places

become available after this date they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2 and parents will be written to each year to ask whether or not they wish their child's details to remain on the list.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

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

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.

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

### **Late Applications**

Preferences 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 preferences will be considered only after those that were made before this point.

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

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school / academy for the same academic year unless, in exceptional circumstances, the Trust 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 still refused admission.

### **"In-Year Transfer" Arrangements**

Parents or carers seeking to transfer to a School / Academy may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school / academy 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.

### **Proposed Published Admission Numbers**

A school's / academy's Published Admission Number (PAN) reflects the number of children to be admitted at the normal age of entry and should only be exceeded in exceptional circumstances and with prior agreement from the Trust.

Ash Green Primary Academy (Stoke on Trent)  
**60**

#### **Ball Green Primary**

Whitfield Road, Ball Green,  
Stoke-on-Trent ST6 8AJ  
Tel: 01782 378771  
[www.ballgreenprimary.co.uk](http://www.ballgreenprimary.co.uk)  
Headteacher: Mr Jonathan Hankey

The School admits students between the ages of 3-11

### **How to apply for Nursery or Reception place for September 2024**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### **Admission criteria**

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Belgrave St Bartholomew's Academy

Sussex Place, Longton,  
Stoke-on-Trent ST3 4TP  
Tel: 01782 486341  
www.belgraveacademy.org.uk  
Principal: Mr George Barlow

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

Belgrave St. Bartholomew's Academy welcomes children from all backgrounds, faiths and those of no faith. The Governors of the Academy are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the Academy is not dependent on being a member of a particular faith community.

As well as being an inclusive academy, as a Church of England school we have a distinctive ethos and character that reflects the teaching of the Bible and Christian values. All parents applying for a place at our Church of England Academy are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend our Church of England Academy will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through our commitment to inclusivity, families from other faiths and no faith are warmly welcomed.

### Admissions Process

Parents wishing to apply for a place at Belgrave St. Bartholomew's Academy can apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or complete the Admission Application Form, which is available from the academy. This should then be returned directly to the academy or to the Local Authority by the published closing date.

The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the statement/EHCP. This is a statutory entitlement under S.324 of the Education Act 1996.

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available, the Governors, who are the admissions authority for the Academy, will operate the following oversubscription criteria:

- a) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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.
- b) Children who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date.

Siblings are considered to be those children who live at the same address and either:

- Have one or both natural parents in common
- OR
- Are related by a parent's marriage or related by parents living as partners at this address
- OR
- Are adopted or fostered by a common parent

OR



- Children not adopted, fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

We do not include cousins within our definition of siblings.

If a child lives with parents with shared responsibilities, each for part of the week, the ‘home address’ will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

- c) Children who are baptised members of a Christian Church which is in communion with the Church of England. A copy of the baptismal certificate must be provided at the point of application.
- d) Other students arranged in order of priority according to how near their home address point is to the Academy. Distance is measured by straight line measurement from the front door of the house to the main gate of the school on Sussex Place as measured by the Local Authority geographical information system.

All applications will be ranked against the oversubscription criteria.

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. Where distance is equal for two or more applications, a tiebreaker will be applied whereby places will be determined by random allocation.

### Appeals

Parents who wish to appeal against the Governors’ decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director’s Office, City of Stoke-on-Trent, Civic Centre,


Glebe Street, Stoke-on-Trent, ST4 1HH. The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days.

### In Year Admissions

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy and the allocation of places will be made in line with the above oversubscription criteria.

### Waiting List

The Academy will maintain a Waiting List until the end of each academic year. Applications for inclusion on this Waiting List must be made directly to the Academy and these will be ranked according to our over-subscription criteria.


Deadline for applications  
MONDAY 15  
JANUARY 2024

**Burnwood Community School**

Chell Heath Road, Chell Heath,  
 Stoke-on-Trent ST6 7LP  
 Tel: 01782 235577  
[www.burnwoodcommunityschool.co.uk](http://www.burnwoodcommunityschool.co.uk)  
 Headteacher: Mrs E Wickham

The School admits students between the ages of 4-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Carmountside Primary Academy

Woodhead Road, Abbey Hulton,  
Stoke-on-Trent ST2 8DJ  
Tel: 01782 234676  
www.carmountsideprimary.org.uk  
Headteacher: Mrs Lisa Challinor

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

**Any reference to the 'home address' in these Arrangements refers to the 'home address point' – i.e. the specific point within the boundary of the property the 'home address' is measured to.**

### Admission criteria

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 / academy that they wish their child to attend, there is no guarantee of a place being offered at their preferred school / academy.

It is the Trust's policy to try and meet parent's wishes where possible, however in some cases there may be more applications for a particular school / academy than there are places available. Admission to oversubscribed schools / academies are determined by the oversubscription criteria detailed below.

### Oversubscription Criteria

If the total number of preferences for admission to a school / academy exceeds the school's / academy's Published Admission Number (PAN), the following order of priority is used to allocate the available places.

(N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school / academy then they will be offered a place at the school / academy ranked highest on their application.)

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who satisfy both of the following tests:  
**Test 1:** the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application) from either a consultant or qualified social worker. This report must clearly specify, for health reasons only, why it is better for the child's health to attend the preferred school / academy rather than any other school / academy.

Exceptional circumstances must relate to the choice of school / academy and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. a qualified social worker. This report must clearly specify why it is desirable for the child to attend the preferred school / academy rather than any other school / academy.

and

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school / 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 / academy. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3. Children who have an elder sibling in attendance at the preferred school / academy (or in the case of an infants school / academy, the affiliated Junior school / academy) and who will still be attending the school / academy at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same home 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 home address, whose parents live as partners.)
4. Children of staff in either of both of the following circumstances:
  - a) where the member of staff has been employed at the school / academy for two or more years at the time at which the application for admission to the school / academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.'
5. Children living within the catchment area of the preferred school / academy.
6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school / academy, determined by a straight- line measurement as calculated by the relevant Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust and / or relevant Local Authority 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 / academy, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

### Additional Notes

Copies of cluster and catchment area maps are available from the relevant Local Authority or individual schools / academies.

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

Applications for nursery settings are processed centrally by the relevant LA's School Admissions Service.

Attendance at a particular nursery setting will not guarantee admission to any particular Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. 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 Trust and / or the relevant Local Authority will not seek to obtain this information on behalf of the applicant.

The Trust 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 / academy. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Home Address Point data.

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 friend's or relative's home address will not be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Trust and / or relevant Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Trust and / or relevant Local Authority will only accept the revised home address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2018. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes on the offer date.

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

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 (e.g. tenancy agreement / utility bill / mortgage documents) to support the home address they wish to be considered for allocation purposes (Please note that bank statements are not acceptable for this purpose).

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Trust and / or relevant local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

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 or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

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. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this 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.

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

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.

There is no statutory right of appeal for admission to a maintained nursery setting. Any disputes over the administration of the policy will be dealt with by the Trust's and / or relevant Local Authority's complaints procedure.

### **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 / academy 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 / academy, parents should visit their preferred school(s) / academies to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school / academy.

### **Admission Outside of the Normal Age Group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

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 Trust who will take into account the circumstances of the case and views of the head teacher of the school / academy concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

### **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. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2 and parents will be written to each year to ask

whether or not they wish their child's details to remain on the list.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

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

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.

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

### **Late Applications**

Preferences 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 preferences will be considered only after those that were made before this point.

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

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school / academy for the same academic year unless, in exceptional circumstances, the Trust 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 still refused admission.

### **"In-Year Transfer" Arrangements**

Parents or carers seeking to transfer to a School / Academy may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined

admission arrangements and parents and carers need to be aware that any date set for joining the new school / academy 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.

### **Proposed Published Admission Numbers**

A school's / academy's Published Admission Number (PAN) reflects the number of children to be admitted at the normal age of entry and should only be exceeded in exceptional circumstances and with prior agreement from the Trust.

Carmountside Primary Academy (Stoke on Trent) **30**

### **Christ Church CofE Primary Academy**

William Street, Fenton,  
Stoke-on-Trent ST4 2JG  
Tel: 01782 234834  
[www.christchurchfenton.co.uk](http://www.christchurchfenton.co.uk)  
Principal: Mrs Paula Scattergood

The School admits students between the ages of 3-11

### **How to apply for Nursery or Reception place for September 2024**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

#### **1. Primary Provision**

1.1 Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a full-time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year

for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

1.2 All applications are managed by the Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill out a common application form. This can be done on-line.

1.3 Christ Church CE Primary Academy has a Pupil Admission Number (PAN) for each year group, including the reception class. The PAN is 30. Places will be offered up to but not exceeding the PAN. Regulations also require that reception and infant classes must have no more than 30 pupils to each qualified teacher.

#### **1.4 Oversubscription Criteria**

Where there are more applications than there are places available, we will use the following priorities, in order, to allocate places:

1. Looked after children and all previously looked after children, including 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 living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment area of the school
4. Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
5. 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.

1.5 Christ Church CE Primary Academy has to comply with the Infant Class Sizes Regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria must be held until the end of December of that academic year (See 3.10). All unsuccessful applicants will be placed on the academy waiting list and will remain on the list until the list closes, a place becomes available or the family ask to be removed from the waiting list.

1.6 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage/civil partnership) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

1.7 Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance we will admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

1.8 Admission outside normal age-group – parents may request that places be made available outside the normal age group (eg, if a child is summer-born, gifted and talented, or has experienced problems such as ill-health, etc). A decision will be taken on the basis of the circumstances of the case and taking account of the views of the principal.

1.9 Part-time provision - parents can request that their child takes up the place part time until the child reaches compulsory school age.

1.10 Where applicants are unsuccessful in securing a place at Christ Church CE Primary Academy an appeal against the decision can be made to an independent appeals panel set up by the City Council. The decision

to appeal does not prevent parents from accepting an alternative school while the appeal process takes place.

## 2. Additional Notes

2.1 Pupils with an Education Health and Care Plan (EHCP) are considered separately and before everyone else and must be accepted by the school named on their EHCP. They will count towards the school's admission number.

2.2 Only those holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. Where parental responsibility is equally shared, the child's parents should determine which parent should submit the application. It is expected that parents will agree on school preferences for a child before an application is made. Christ Church CE Primary Academy is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately. If parents cannot agree and neither has obtained a court order stating who should be making the application/what the preference(s) should be, we will accept an application from the parent in receipt of Child Benefit for the child. If Child Benefit is not claimed, the address at which the child is registered at the GP will be used.

2.3 Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. the family moved into the area after the deadline for the receipt of applications;
2. exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or
3. an error on the part of the school; or
4. the application is received before Own Admission Authority schools have ranked their applications.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. It is the applicant's responsibility to ensure that their application is submitted on time. When submitting an application there may be a need to provide supporting evidence. The Council cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. Correctly submitted on-line applications generate an electronic receipt, which must be retained by the applicant. If posting an application, it is recommended that the form is sent by recorded delivery.

2.4 Withdrawal of places - once parents have been notified of an offer of a school place we will withdraw the offer only in exceptional circumstances, such as:

1. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.
2. Where a place was offered in error.

2.5 In-year Admissions – where applications for places are made outside the normal admissions round, these should be made to the school. If we are already full in the relevant year group, the application will be refused.

2.6 By local agreement, waiting lists will be maintained until the end of the relevant academic year. A position on a waiting list is not fixed and applicants may move up and down the list. Inclusion on the list does not guarantee the ultimate provision of a place at this school.

2.7 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with separated parents, with shared responsibilities, each for part of the school week, the home address will be the one at which the pupil is resident for the greatest part of the week. Where this is equally shared, the home address used will be that used in relation to Child Benefit at the time of the allocation of places.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**

2.8 Any application submitted after the closing date is deemed to be late and must be submitted using a paper application form. It is not possible to make an on-line application after the closing date. All additional school preferences (including where the applicant has decided to change their preference) must be made in writing to the School Admissions Team and those requests submitted after the closing date will be processed under this late applications and additional preferences arrangement (See 3.4).

### **3. Admission Appeals**

3.1 The appeals process will comply with the 2022 School Admission Appeals Code [gov.uk/school admissions appeals code](https://www.gov.uk/school-admissions-appeals-code) ([external link](#))

### **4. Monitoring and Review**

This policy will be reviewed by the local academy committee on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties. The next scheduled review date for this policy is March 2024.



Deadline for applications  
**MONDAY 15  
JANUARY 2024**



## Co-op Academy Clarice Cliff

Goldenhill Road, Fenton,  
Stoke-on-Trent ST4 3DP  
Tel: 01782 881480  
www.claricecliff.coopacademies.co.uk  
Headteacher: Mrs Diane Broadhurst

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

### Nursery Admission

Children aged three years on or before 31 August are able to attend a nursery class or school in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

Our nursery has 60 places. To apply for a place in our nursery please apply using Stoke-on-Trent City Council's Nursery admissions page on their website. For in-year admission, please contact the academy.

It is the academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places available.

### Oversubscription Criteria

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

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the academy) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living within the catchment who have an elder brother or sister at the academy who will still be attending at the time of admission
3. Other children living within the catchment.
4. Children living outside the catchment who have an elder brother or sister at the academy who will still be attending at the time of admission.
5. 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 academy.

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

Attendance at our nursery will not guarantee admission to our reception class and a fresh application must be made..

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.

### Admission to Reception

Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at our academy, that child is entitled to a full-time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the academy until later in the school year but not beyond

the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

All applications are managed by Stoke-on-Trent City Council. We have a Published Admission Number (PAN) of 60 for our reception year group. Places will be offered up to but not exceeding the PAN. Regulations also require that reception and infant classes must have no more than 30 pupils to each qualified teacher.

Parents may apply for a place by visiting Stoke-on-Trent City Council's website [stoke.gov.uk/primary school admissions](http://stoke.gov.uk/primary_school_admissions) ([external link](#))

It is the academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places available.

If the total number of preferences for admission to our academy exceeds the Published Admission Number of 60 (PAN), the following order of priority is used to allocate the available places:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 living in the catchment area of the academy who have an older brother or sister attending at the time of admission.
3. Other children living within the catchment area of the academy
4. Children living outside the catchment area of the academy who have an elder brother or sister at the academy at the time of admission.
5. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy.



If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the academy as measured by straight line. Where distance is equal for two or more applications, a tie-breaker will be applied whereby places will be determined by random allocation. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular academy are sufficiently strong, it will place the child on the academy list at the top of the criterion of which they have been ranked.

We also have to comply with the Infant Class Sizes Regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. All unsuccessful applicants will be placed on a waiting list – and will remain on the list until the list closes, a place becomes available or the family ask to be removed from the waiting list.

For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage/civil partnership) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. In this circumstance we will admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked to make a decision on behalf of the family.

### **Admission outside the normal age-group**

Parents may request that places be made available outside the normal age group (eg, if a child is summer-born, gifted and talented, or has experienced problems such as ill-health, etc). A decision will be taken by the academy on the basis of the circumstances of the case.

### **Part-time provision**

Parents can request that their child takes up the place part time until the child reaches compulsory school age.

### **Appeals**

Where applicants are unsuccessful in securing a place, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

### **Additional Notes**

In accordance with legislation, children who have an Education, Health and Care Plan (EHCP) that names the academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.

Only those holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the

application process. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. Where parental responsibility is equally shared, the child's parents should determine which parent should submit the application.

Only one application can be made for each child. It is expected that parents will agree on school preferences for a child before an application is made. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately. If parents cannot agree and neither has obtained a court order stating who should be making the application/what the preference(s) should be, the Council will accept an application from the parent in receipt of Child Benefit for the child. If Child Benefit is not claimed, the address at which the child is registered at the GP will be used.

### **Late Applications**

Any application submitted after the closing date is deemed to be late and must be submitted using a paper application form. It is not possible to make an on-line application after the closing date.

Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on our part;
4. The application is received before the applications have been ranked.

Such considerations will be the exception rather than the rule. Otherwise, late applications will be considered at the end of the allocation process. It is the applicant's responsibility to ensure that their application is submitted on time.

When submitting an application there may be a need to provide supporting evidence. The Council cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. Correctly submitted on-line applications generate an electronic receipt, which must be retained by the applicant. If posting an application, it is recommended that the form is sent by recorded delivery.

### **Withdrawal of places**

Once parents have been notified of an offer of an academy place, the Council will withdraw the offer only in exceptional circumstances, such as:

1. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.
2. Where a place was offered in error.

### **In-year Admissions**

Where applications for places are made outside the normal admissions round, these should be made directly to the academy. During the school year only limited places are available. There is no guarantee of a place at our academy, even if we are the catchment school.

If the academy is already full in the relevant year group, the application will be refused.

We will make appropriate arrangements with the Council for data sharing and pupil tracking.

The Council uses a Geographical Information system to calculate home to school distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data .

By local agreement, waiting lists will be maintained until the end of the relevant academic year. A position on a waiting list is not fixed and applicants may move up and down the list. Inclusion on the list does not guarantee the ultimate provision of a place at this academy.

The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with separated parents, with shared responsibilities, each for part of the school week, the home address will be the one at which the pupil is resident for the greatest part of the week. Where this is equally shared, the home address used will be that used in relation to Child Benefit at the time of the allocation of places.

The Council will notify all applicants of the outcome of their application for a school place on the specified offer date (refer to the admissions timetable available on their website [admissions.stoke.gov.uk/CitizenPortal](https://www.admissions.stoke.gov.uk/CitizenPortal) **LIVE (external link)**) All decision letters will be issued by second class post. However applicants who choose to make an online application will receive an email confirming their decision on the offer date.

## Co-op Academy Glebe

Park Place, Fenton,  
Stoke-on-Trent ST4 3HZ  
Tel: 01782 264868  
[www.glebeacademy.co.uk](http://www.glebeacademy.co.uk)  
Head of School: Mrs Kirsty Suleman

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024..**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

#### Nursery Admission

Children aged three years on or before 31st August are able to attend a nursery class or school in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

Our nursery has 30 places. To apply for a place in our nursery please apply using Stoke-on-Trent City Council's Nursery admissions page on their website. For in-year admission, please contact the academy. It is the academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places available.

### Oversubscription Criteria

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

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the academy) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living within the catchment who have an elder brother or sister at the academy who will still be attending at the time of admission
3. Other children living within the catchment.
4. Children living outside the catchment who have an elder brother or sister at the academy who will still be attending at the time of admission.
5. 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 academy.

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

Attendance at our nursery will not guarantee admission to our reception class and a fresh application must be made.

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.

### Admission to Reception

Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at our academy, that child is entitled to a full-time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the academy until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year

for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

All applications are managed by Stoke-on-Trent City Council. We have a Published Admission Number (PAN) of 30 for our reception year group. Places will be offered up to but not exceeding the PAN. Regulations also require that reception and infant classes must have no more than 30 pupils to each qualified teacher.

Parents may apply for a place by visiting Stoke-on-Trent City Council's website [stoke.gov.uk/primary school admissions](https://www.stoke.gov.uk/primary_school_admissions) ([external link](#))

It is the academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places available.

If the total number of preferences for admission to our academy exceeds the Published Admission Number of 30 (PAN), the following order of priority is used to allocate the available places:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 living in the catchment area of the academy who have an older brother or sister attending at the time of admission.
3. Other children living within the catchment area of the academy
4. Children living outside the catchment area of the academy who have an elder brother or sister at the academy at the time of admission.
5. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy.

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the academy as measured by straight line. Where distance is equal for two or more applications, a tie-breaker will be applied whereby places will be determined by random allocation. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular academy are sufficiently strong, it will place the child on the academy list at the top of the criterion of which they have been ranked.

We also have to comply with the Infant Class Sizes Regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. All unsuccessful applicants will be placed on a waiting list – and will remain on the list until the list closes, a place becomes available or the family ask to be removed from the waiting list.

For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage/civil partnership) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. In this circumstance we will admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked to make a decision on behalf of the family.

### **Admission outside the normal age-group**

Parents may request that places be made available outside the normal age group (eg, if a child is summer-born, gifted and talented, or has experienced problems such as ill-health, etc). A decision will be taken by the academy on the basis of the circumstances of the case.

### **Part-time provision**

Parents can request that their child takes up the place part time until the child reaches compulsory school age.

### **Appeals**

Where applicants are unsuccessful in securing a place, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

### **Additional Notes**

In accordance with legislation, children who have an Education, Health and Care Plan (EHCP) that names the academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.

Only those holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. Where parental responsibility is equally shared, the child's parents should determine which parent should submit the application.

Only one application can be made for each child. It is expected that parents will agree on school preferences for a child before an application is made. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately. If parents cannot agree and neither has obtained a court order stating who should be making the application/what the preference(s) should be, the Council will accept an application from the parent in receipt of Child Benefit for the child. If Child Benefit is not claimed, the address at which the child is registered at the GP will be used.

### **Late Applications**

Any application submitted after the closing date is deemed to be late and must be submitted using a paper application form. It is not possible to make an on-line application after the closing date.

Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on our part;
4. The application is received before the applications have been ranked.

Such considerations will be the exception rather than the rule. Otherwise, late applications will be considered at the end of the allocation process. It is the applicant's responsibility to ensure that their application is submitted on time.

When submitting an application there may be a need to provide supporting evidence. The Council cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. Correctly submitted on-line applications generate an electronic receipt, which must be retained by the applicant. If posting an application, it is recommended that the form is sent by recorded delivery.

## Withdrawal of places

Once parents have been notified of an offer of an academy place, the Council will withdraw the offer only in exceptional circumstances, such as:

1. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.
2. Where a place was offered in error.

## In-year Admissions

Where applications for places are made outside the normal admissions round, these should be made directly to the academy. During the school year only limited places are available. There is no guarantee of a place at our academy, even if we are the catchment school.

If the academy is already full in the relevant year group, the application will be refused.

We will make appropriate arrangements with the Council for data sharing and pupil tracking.

The Council uses a Geographical Information system to calculate home to school distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

By local agreement, waiting lists will be maintained until the end of the relevant academic year. A position on a waiting list is not fixed and applicants may move up and down the list. Inclusion on the list does not guarantee the ultimate provision of a place at this academy.

The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with separated parents, with shared responsibilities, each for part of the school week, the home address will be the one at which the pupil is resident for the greatest part of the week. Where this is equally shared, the home address used will be that used in relation to Child Benefit at the time of the allocation of places.

The Council will notify all applicants of the outcome of their application for a school place on the specified offer date (refer to the admissions timetable available on their website [admissions.stoke.gov.uk/CitizenPortal](https://admissions.stoke.gov.uk/CitizenPortal) **LIVE (external link)**) All decision letters will be issued by second class post. However applicants who choose to make an online application will receive an email confirming their decision on the offer date.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**



Deadline for applications  
**MONDAY 15  
JANUARY 2024**

## Eaton Park Academy

Arbourfield Drive, Bucknall,  
Stoke-on-Trent ST2 9PF  
Tel: 01782 234760  
[www.eaton.alphaacademiustrust.co.uk](http://www.eaton.alphaacademiustrust.co.uk)  
Principal: Mrs Jessica Bell

The School admits students between the ages of 3-11

## How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

## Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



## Etruscan Primary

Dundee Road, Etruria,  
Stoke-on-Trent ST1 4BS  
Tel: 01782 235711  
www.etruscan.stoke.sch.uk  
Executive Headteacher: Ms S Clarke

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Forest Park Primary

Woodall Street, Hanley,  
Stoke-on-Trent ST1 5ED  
Tel: 01782 234979  
www.forestpark.org.uk  
Headteacher: Miss Louise Irving

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Gladstone Primary Academy

Anchor Road, Longton,  
Stoke-on-Trent ST3 5EW  
Tel: 01782 957267  
www.gladstone.stoke.sch.uk  
Headteacher: Mrs Elaine Preston

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

**Any reference to the 'home address' in these Arrangements refers to the 'home address point' – i.e. the specific point within the boundary of the property the 'home address' is measured to.**

### Admission criteria

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 / academy that they wish their child to attend, there is no guarantee of a place being offered at their preferred school / academy.

It is the Trust's policy to try and meet parent's wishes where possible, however in some cases there may be more applications for a particular school / academy than there are places available. Admission to oversubscribed schools / academies are determined by the oversubscription criteria detailed below.

### Oversubscription Criteria

If the total number of preferences for admission to a school / academy exceeds the school's / academy's Published Admission Number (PAN), the following order of priority is used to allocate the available places.

(N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school / academy then they will be offered a place at the school / academy ranked highest on their application.)

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who satisfy both of the following tests:  
**Test 1:** the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application) from either a consultant or qualified social worker. This report must clearly specify, for health reasons only, why it is better for the child's health to attend the preferred school / academy rather than any other school / academy.

Exceptional circumstances must relate to the choice of school / academy and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. a qualified social worker. This report must clearly specify why it is desirable for the child to attend the preferred school / academy rather than any other school / academy.

and

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school / 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 / academy. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3. Children who have an elder sibling in attendance at the preferred school / academy (or in the case of an infants school / academy, the affiliated Junior school / academy) and who will still be attending the school / academy at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same home 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 home address, whose parents live as partners.)
4. Children of staff in either of both of the following circumstances:
  - a) where the member of staff has been employed at the school / academy for two or more years at the time at which the application for admission to the school / academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.'
5. Children living within the catchment area of the preferred school / academy.
6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school / academy, determined by a straight- line measurement as calculated by the relevant Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust and / or relevant Local Authority 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 / academy, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

### Additional Notes

Copies of cluster and catchment area maps are available from the relevant Local Authority or individual schools / academies.

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

Applications for nursery settings are processed centrally by the relevant LA's School Admissions Service.

Attendance at a particular nursery setting will not guarantee admission to any particular Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. 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 Trust and / or the relevant Local Authority will not seek to obtain this information on behalf of the applicant.

The Trust 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 / academy. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Home Address Point data.



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 friend's or relative's home address will not be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Trust and / or relevant Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Trust and / or relevant Local Authority will only accept the revised home address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2018. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes on the offer date.

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

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 (e.g. tenancy agreement / utility bill / mortgage documents) to support the home address they wish to be considered for allocation purposes (Please note that bank statements are not acceptable for this purpose).

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Trust and / or relevant local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

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 or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

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. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this 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.

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

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.

There is no statutory right of appeal for admission to a maintained nursery setting. Any disputes over the administration of the policy will be dealt with by the Trust's and / or relevant Local Authority's complaints procedure.

### **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 / academy 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 / academy, parents should visit their preferred school(s) / academies to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school / academy.

### **Admission Outside of the Normal Age Group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

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 Trust who will take into account the circumstances of the case and views of the head teacher of the school / academy concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

### **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. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2 and parents will be written to each year to ask whether or not they wish their child's details to remain on the list.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

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

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.

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

### **Late Applications**

Preferences 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 preferences will be considered only after those that were made before this point.

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

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school / academy for the same academic year unless, in exceptional circumstances, the Trust 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 still refused admission.

### “In-Year Transfer” Arrangements

Parents or carers seeking to transfer to a School / Academy may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school / academy 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.

### Proposed Published Admission Numbers

A school's / academy's Published Admission Number (PAN) reflects the number of children to be admitted at the normal age of entry and should only be exceeded in exceptional circumstances and with prior agreement from the Trust.

Gladstone Primary Academy (Stoke on Trent)  
60



### Goldenhill Primary Academy

Broadfield Road, Goldenhill,  
Stoke-on-Trent ST6 4QE  
Tel: 01782 235790  
www.goldenhillprimary.co.uk  
Headteacher: Mr Steven Martin

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

**Any reference to the ‘home address’ in these Arrangements refers to the ‘home address point’ – i.e. the specific point within the boundary of the property the ‘home address’ is measured to.**

### Admission criteria

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 / academy that they wish their child to attend, there is no guarantee of a place being offered at their preferred school / academy.

It is the Trust's policy to try and meet parent's wishes where possible, however in some cases there may be more applications for a particular school / academy than there are places available. Admission to oversubscribed schools / academies are determined by the oversubscription criteria detailed below.

### Oversubscription Criteria

If the total number of preferences for admission to a school / academy exceeds the school's / academy's Published Admission Number (PAN), the following order of priority is used to allocate the available places.

(N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school / academy then they will be offered a place at the school / academy ranked highest on their application.)

1. 1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application) from either a consultant or qualified social worker. This report must clearly specify, for health reasons only, why it is better for the child's health to attend the preferred school / academy rather than any other school / academy.

Exceptional circumstances must relate to the choice of school / academy and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. a qualified social worker. This report must clearly specify why it is desirable for the child to attend the preferred school / academy rather than any other school / academy.

and

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school / 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 / academy. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3. Children who have an elder sibling in attendance at the preferred school / academy (or in the case of an infants school / academy, the affiliated Junior school / academy) and who will still be attending the school / academy at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same home 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 home address, whose parents live as partners.)
4. Children of staff in either of both of the following circumstances:
  - a) where the member of staff has been employed at the school / academy for two or more years at the time at which the application for admission to the school / academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.'
5. Children living within the catchment area of the preferred school / academy
6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school / academy, determined by a straight- line measurement as calculated by the relevant Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust and / or relevant Local Authority 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 / academy, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

## Additional Notes

Copies of cluster and catchment area maps are available from the relevant Local Authority or individual schools / academies.

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

Applications for nursery settings are processed centrally by the relevant LA's School Admissions Service.

Attendance at a particular nursery setting will not guarantee admission to any particular Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. 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 Trust and / or the relevant Local Authority will not seek to obtain this information on behalf of the applicant.

The Trust 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 / academy. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Home Address Point data.

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 friend's or relative's home address will not be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Trust and / or relevant Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Trust and / or relevant Local Authority will only accept the revised home address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2018. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes on the offer date.

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

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 (e.g. tenancy agreement / utility bill / mortgage documents) to support the home address they wish to be considered for allocation purposes (Please note that bank statements are not acceptable for this purpose).

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Trust and / or relevant local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.



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 or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

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. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this 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.

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

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.

There is no statutory right of appeal for admission to a maintained nursery setting. Any disputes over the administration of the policy will be dealt with by the Trust's and / or relevant Local Authority's complaints procedure.

### **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 / academy 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 / academy, parents should visit their preferred school(s) / academies to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school / academy.

### **Admission Outside of the Normal Age Group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

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 Trust who will take into account the circumstances of the case and views of the head teacher of the school / academy concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

### **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. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

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

parents will be written to each year to ask whether or not they wish their child's details to remain on the list. For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

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

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.

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

### **Late Applications**

Preferences 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 preferences will be considered only after those that were made before this point.

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

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school / academy for the same academic year unless, in exceptional circumstances, the Trust 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 still refused admission.

### **"In-Year Transfer" Arrangements**

Parents or carers seeking to transfer to a School / Academy may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined

admission arrangements and parents and carers need to be aware that any date set for joining the new school / academy 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.

### **Proposed Published Admission Numbers**

A school's / academy's Published Admission Number (PAN) reflects the number of children to be admitted at the normal age of entry and should only be exceeded in exceptional circumstances and with prior agreement from the Trust.

Goldenhill Primary Academy (Stoke on Trent)  
**30**



Deadline for applications  
**MONDAY 15  
JANUARY 2024**



**Greenways Primary Academy**  
Nursery Avenue, Stockton Brook,  
Stoke-on-Trent ST9 9NY  
Tel: 01782 235333  
[www.greenwaysprimary.co.uk](http://www.greenwaysprimary.co.uk)  
Headteacher: Miss Jemma Garside

The School admits students between the ages of 3-11

### **How to apply for Nursery or Reception place for September 2024**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024..**

**The closing date for Reception applications is 15 January 2024.**

### **Admission criteria**

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Hamilton Academy

Barthomley Road, Birches Head,  
Stoke-on-Trent ST1 6NW  
Tel: 01782 234420  
www.hamilton.stoke.sch.uk  
Principal: Mrs Yvonne Glaister

The School admits students between the ages of 3-7

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024..**

**The closing date for Reception applications is 15 January 2024.**

Hamilton, Northwood Broom and Grove academies welcome children from all backgrounds, faiths and those of no faith. The governors of the academies are committed to developing inclusive schools that reflect the diversity of the local community.

As well as being inclusive academies, the infant academies and junior academy have a distinctive ethos and character. All parents applying for a place at each academy are asked to respect this ethos and its importance to the school community. It is expected that all children who attend our academies will actively participate in the life of the school.

### Normal Round Admissions Process

Parents wishing to apply for a place at Hamilton Academy, Northwood Broom Academy or Grove Academy can apply online at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions) ([external link](#)). The most efficient way of applying for a school place is to apply on-line. When you apply on-line, you will receive an email confirmation that your application has been successfully submitted. You will also receive an email from the Local Authority on offer day informing you of the outcome of your application. If you do not apply on-line, you will need to complete a paper application

form which is available from the academy. This should then be returned directly to the academy or to the Local Authority by the published closing date. The Local Authority will write to you to let you know the outcome of your application.

The admission of pupils with an Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the academy if our school is named on the EHCP and will be placed first. This is a statutory entitlement under S.324 of the Education Act 1996.

### Nursery Provision

Our infant academies both have nurseries attached. Children aged three years by 31 August are able to attend a nursery class or academy in September. Attendance at school is not a requirement at this age but is at the discretion of parents. Both infant academies also extend their offer of nursery places to 'rising 3' children the term after their third birthday.

Unfortunately, attendance at our infant nursery settings will not guarantee admission to a reception class at the same academy. Parents must apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions). The academies will support parents with this process.

Our infant academies offer both part time and full time places. All children are eligible for 15 hours statutory provision and there is also an option for parents to 'top up' their child(rens) hours to 30 hours through two options:

1. Apply for the Government tax-free childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
2. Paying an additional payment of up to £25 per week dependent on need, direct to the academy.

### Infant Provision

Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a full time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school

until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

All applications for admission to our infant academies at age 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. To help this process applicants are required to fill out a common application form. This can be done on-line.

### Junior Provision

Admission to junior school is provided for all children in the September following their seventh birthday. Where a child is offered a place at a school, that child is entitled to a full time place in the September following their seventh birthday.

All applications for admission to our junior academy at age 7+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. To help this process applicants are required to fill out a common application form. This can be done on-line.

### Oversubscription Criteria

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who attend Hamilton Academy or Northwood Broom Academy and apply for a place at Grove Academy.**
3. Children living in the catchment area of the school who have an older brother or

sister attending at the time of admission (or at the linked junior academy in the case of infant academies).

4. Other children living within the catchment area of the academy.
5. Children living outside the catchment area of the academy who have an elder brother or sister at the academy at the time of admission (or at the linked junior academy in the case of infant academies).
6. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy. Distance is measured by straight line measurement from the home address point to the main gate of the school (Keelings Road entrance for Northwood Academy, Barthomley Road for Hamilton Academy and Turner Street for Grove Academy) as measured by the Local Authority geographical information system.

All applications will be ranked against the oversubscription criteria. Where there are two or more applications and fewer places available within any oversubscription criteria, priority will be agreed through an internal admission panel process on a case-by-case basis.

For admission purposes, an older brother or sister is defined as: a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested or unrelated children who live at the same home address, whose parents live as partners in a civil partnership. It also includes any other child living at the same residence under the terms of a Residence Order.

The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the academies will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way.

We will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

### **In Year Admissions**

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy. All applications will be reviewed at an internal admission panel, which take place routinely once a week. Parents will be informed of the outcome of the admission panel.

### **Appeals**

Parents who wish to appeal against the governors' decision not to offer a place to their child, can do this through the City Council's independent appeals panel. 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.

### **Waiting List**

Each academy will maintain a waiting list until the end of each academic year. Applications for inclusion on this waiting list must be made directly to the Academy and these will be ranked according to our over-subscription criteria. A position on a waiting list is not fixed and applicants may move up and down the list.

### **Withdrawal of places**

Once parents have been notified of an offer of an academy place the academies, in support of the Council, will only withdraw the offer in exceptional circumstances, such as:

1. Failure to respond to the offer within the specified time following a reminder.
2. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.
3. Where a place was offered in error at an academy where the Council is not the admissions authority.

### **Hanley St Luke's CE (A) Primary**

Wellington Road, Hanley,  
Stoke-on-Trent ST1 3QH  
Tel: 01782 234390  
[www.hanleystlukes.com](http://www.hanleystlukes.com)  
Headteacher: Mrs Lynne Williamson

The School admits students between the ages of 3-11

### **How to apply for Nursery or Reception place for September 2024**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024..**

**The closing date for Reception applications is 15 January 2024.**

Hanley St Luke's Church of England Aided Primary School uses its own Admissions policy – see below:

### **Admission Policy**

Hanley St Luke's Church of England Aided Primary School welcomes children from all background, faiths and no faith. The Governors of the school are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school, Hanley St Luke's has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We expect that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils to the Nursery and Reception classes each September. This admission limit has been agreed between the Governing Body and the Local Education Authority and applies to the year 2024/2025.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

1. Children in public care (looked after children) whose carer(s) wish their child/children to attend Hanley St Luke's CEA Primary School. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who will have a sibling (see note 3) attending the school at the time of admission.

3. Children, at least one of whose parents (see note 1) is a faithful and regular worshipper (see note 2) at a Parish Church which is part of Hanley Team Ministry. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the supplementary information form.
4. Children, at least one of whose parents (see note 1) is, a faithful and regular worshipper (see note 2) of a church which is a member of Churches Together in Britain and Ireland or Churches Together in England and/or the Evangelical Alliance, and who lives within the Ecclesiastical Parishes which constitute the Hanley Team Ministry. Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the supplementary information form.
5. Children living (see note 1) in the Ecclesiastical Parishes which constitute the Hanley Team Ministry. (A map of the parish is available at school).
6. Children, at least one of whose parents (see note 1) is a faithful and regular worshipper (see note 2) of a church which is a member of Churches Together in Britain and Ireland (CTBI) or Churches Together in England and/or the Evangelical Alliance, and who lives outside the Ecclesiastical Parishes which constitute the Hanley Team Ministry. (A map of the parish is available at school.)
7. Any remaining places will be given in order of distance (see note 4), the nearness of the home to the school, measured along shortest safe walking route from the home to the school's main gate.

#### **Tie-breaker**

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

## Notes

For admission purposes a parent is defined as the 'Prime Carer'.

## Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the supplementary information form (which can be obtained from the school) **and return this form directly to the school**, signed by an appropriate faith leader.

## Sibling

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

## Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

## Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are places available. The waiting list will operate until a month after the admission date. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the school, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances

## Multiple-birth applications

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocations after the twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, for one term, if a space becomes available and the parents(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).

Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan are considered by a separate procedure and must be accepted by the school named on their Statement or Plan. They will count towards the school's admission number. This will reduce the number of places available to other applicants.

**Hanley St Luke's Church Of England Aided Primary School**

**Supplementary Information Form - Application for a place on faith grounds**

**Full Name of Child:**

**Date of Birth (dd/mm/yy):**

**Name and Address of Church/Place of Worship attended:**

Post Code:

**How long have you/the child worshipped here?**                      years                      months

**How many times per month (including weekday services) do you worship?**

x per months

**If you have moved within the last two years, give details of previous place of worship and length/frequency of attendance**

**Name of Minister/Faith Leader of your current place of worship and contact details**

**Declaration**

**I certify that these details are, to the best of my knowledge, correct.**

Signed (Parent/Guardian):

Date:

Signed Minister/Faith Leader:

Date:

**This form must be signed by your faith leader and returned to the Academy by 31st October at the latest.**

**PLEASE RETURN to: The Headteacher, Hanley St Luke's CE (A) Primary School, Wellington Road, Hanley Stoke on Trent, ST1 3QH**



## Harpfield Primary Academy

Palmers Green, Hartshill,  
Stoke-on-Trent ST4 6AP  
Tel: 01782 234984  
www.harpfieldprimaryacademy.org.uk  
Head Teacher: Mrs Jemma Adlington

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024..**

**The closing date for Reception applications is 15 January 2024.**

#### 1. Basic principles

1.1. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy (The latter is a sub-committee of the Creative Education Trust (CET) Board and is the local presence of the Board with representatives from the school community, the local community and regional businesses and organisations). In particular, the Academy will take part in any Co-ordinated Admissions System operated by the LA.

1.2. Although the Academy is its own Admissions Authority, Stoke on Trent City Council administer the Co-ordinated admission process for Nursery and Reception.

1.3. The Academy will admit children with a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) where the Academy is named in the Statement/Plan, without reference

to oversubscription criteria outlined below, and this will reduce the number of places available.

#### 2. Admission Arrangements – Nursery

Children aged three years by 31 August are able to apply for a nursery place for the following Autumn Term. This will consist of the statutory provision, with possible additional hours based upon other criteria. The Academy has an admission number of 26 for the Nursery class. The Academy will admit the admission number of pupils in the relevant age group each year if sufficient applications are received. If there are more applications, the oversubscription procedure will be applied.

2.2. The Academy will consider all applications for places. Where fewer than 26 applications are received, the Academy will offer places to all those students who have applied.

2.3 In the event of over-subscription, and following the allocation of places to pupils who have an SEN Statement or EHCP, when there are more applications than places available, places will be offered in accordance with the following order of priority:

1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). Including 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 who have an elder brother or sister at the school at the time of application and who will still be attending at the time of admission.
3. Children of staff employed 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. Other children living within the catchment.
5. Other children living outside the catchment area.

2.4 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home address point to the main entrance of the academy on Palmers Green, as measured by straight line.

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

2.6 Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.

2.6 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.

2.7. Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child's identification and main residence should it be subsequently found that the offer was obtained through a fraudulent or intentionally misleading application, the place will be withdrawn. The forms of identification may include;

- a) Birth certificate - preferably a full certificate
- b) NHS registration
- c) Council tax bill
- d) Two current (i.e. less than six months old) utility bills
- e) Passport

### **3. Admission arrangements – Reception**

Full time places in the Foundation 2 (reception) class are available in the September of the academic year in which a child becomes five years old.

3.2. The Academy has a Pupil Admission Number (PAN) for the Reception class and places will be offered up to but not exceeding the PAN. Regulations also require that Foundation 2 (reception) and infant classes must have no more than 30 pupils to each teacher.

3.3. In the event of over-subscription, where there are more applications than there are places available, the following priorities will be used, in order, to allocate places:

1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). Including 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 who have an elder brother or sister at the school at the time of application and who will still be attending at the time of admission.
3. Children of staff employed at the school
  - a. 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. Other children living within the catchment.
5. Other children living outside the catchment area.

3.4 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home address point to the main entrance of the academy on Palmers Green, as measured by straight line.

3.5 The Academy also has to comply with the "Infant Class Size" regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of the academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically. If places become available, they will be offered to children on the waiting list.

3.6. For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister

(i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

3.7. The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. This will usually be the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. Where a child lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. Where there is a dispute over which address is the child's main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.

3.8. Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child's identification and main residence should it be subsequently found that the offer was obtained through a fraudulent or intentionally misleading application, the place will be withdrawn. The forms of identification may include;

- f) Birth certificate - preferably a full certificate
- g) NHS registration
- h) Council tax bill
- i) Two current (i.e. less than six months old) utility bills
- j) Passport

#### **4. Distance from the Academy**

Distance will be measured in a straight line from the child's home address point to Harpfield Primary Academy's main entrance on Palmers Green, using the Local Authority's computerised measuring system.

#### **5. Tie Breaker**

As stated above, places will be allocated within each priority according to the proximity of the child's main home address to the academy. Where distance from the academy is equal for two or more applications, such as in the case of children living in the same block of flats, places will be allocated by independently verified random allocation.

#### **6. Twins and Children from Multiple Births**

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the academy will admit the twin or siblings from a multiple birth over and above the academy's published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as "excepted pupils" and will not count towards the statutory maximum class size.

#### **7. Children of UK Service Personnel and other Crown Servants**

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from

overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

#### **8. In-year Admissions**

Where places for children in other year groups are sought (Years 1 to 6) outside the normal admissions round, an application form is available from the academy and this should be completed and returned to the academy

as early as possible. All current applications for places will be considered once a week and if sufficient places are available these will be offered to all applicants. In the case of oversubscription, the criteria detailed in 3.3 will be applied and details of any applicants who cannot be accommodated at the academy will be passed to Stoke on Trent City Council for placement at an alternative school.

## 9. Waiting lists

Once all places have been filled, the academy will maintain a waiting list for each year group. The names of all children who are unsuccessful in achieving a place in Reception Year will be automatically added to the waiting list until the end of the academic year.

Where an application for admission into a different year group, or in-year admission, has been unsuccessful, parents will be asked if they would like their child's name to be added to the waiting list for that year group. The waiting list will be maintained until the end of the Summer term.

A child's position on the waiting list will be ranked solely in accordance with the order of priority set out above, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down in ranking on the waiting list, as other children are added or removed.

Where a place becomes vacant in any year group, the place will be offered to the child ranked first on the waiting list for that year group. Where two or more children on the waiting list live an equal distance from the academy, they will be jointly ranked until a place becomes available for one of them. At that time, the place will be allocated by independently verified random allocation in accordance with the tie breaker outlined above.

## 10. Appeals

Where a child is not successful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an

independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the academy. The academy will appoint an independent appeals service to deal with the administrative side of arranging admission appeal hearings for the academy.

The determination of the admission appeal panel will be made in accordance with the Schools Admission Appeals Code 2021 and will be binding on all parties.

### Heron Cross Primary

Grove Road, Heron Cross,  
Stoke-on-Trent ST4 4LJ  
Tel: 01782 233565  
Heroncross@heroncross.org.uk  
Headteacher: Mrs. Gemma Willdigg

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Hillside Primary

Field Avenue, Baddeley Green,  
Stoke-on-Trent ST2 7AS  
Tel: 01782 235350  
www.hillsideprimary.org.uk  
Headteacher: Mrs Karen Schonau

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Holden Lane Primary

Ralph Drive, Sneyd Green,  
Stoke-on-Trent ST1 6JS  
Tel: 01782 234890  
www.holdenlane-pri.stoke.sch.uk  
Headteacher: Miss Clare Thomas

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



## Kingsland CE Academy

Werrington Road, Bucknall,  
Stoke-on-Trent ST2 9AS  
Tel: 01782 229138  
www.kingslandceacademy.co.uk  
Principal: Mrs Sara Goddard

The School admits students between the ages of 4-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

### The closing date for Reception applications is 15 January 2024.

Kingsland C.E Academy welcomes children from all backgrounds, faiths and those of no faith. The Governors of the Academy are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the Academy is not dependent on being a member of a particular faith community.

As well as being an inclusive academy, as a Church of England school we have a distinctive ethos and character that reflects the teaching of the Bible and Christian values. All parents applying for a place at our Church of England Academy are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend our Church of England Academy will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through our commitment to inclusivity, families from other faiths and no faith are warmly welcomed.

### Admissions Process

Parents wishing to apply for a place at Kingsland C.E Academy can apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or complete the Admission Application Form, which is available from the academy. This should then be returned directly to the academy or to the

Local Authority by the published closing date. The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the statement/EHCP. This is a statutory entitlement under S.324 of the Education Act 1996.

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available, the Governors, who are the admissions authority for the Academy, will operate the following oversubscription criteria:

- a) Children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), immediately following having been looked after. 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'.
- b) Children who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date.

Siblings are considered to be those children who live at the same address and either:

- Have one or both natural parents in common

OR

- Are related by a parent's marriage or related by parents living as partners at this address

OR

- Are adopted or fostered by a common parent OR
- Children not adopted, fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a

same sex civil partnership and who are living at the same address, are also considered to be siblings.

We do not include cousins within our definition of siblings.

If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

- c) Children who are baptised members of a Christian Church which is in communion with the Church of England. A copy of the baptismal certificate must be provided at the point of application.
- d) Other students arranged in order of priority according to how near their home addresses are to the Academy. Distance is measured by straight line measurement from the home address point to the main gate of the school on Werrington Road as measured by the Local Authority geographical information system.

All applications will be ranked against the oversubscription criteria.

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. Where distance is equal for two or more applications, a tiebreaker will be applied whereby places will be determined by random allocation.

### Appeals.


Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director's Office, City of Stoke-on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH. The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days.

### In Year Admissions

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy and the allocation of places will be made in line with the above oversubscription criteria.

### Waiting List

The Academy will maintain a Waiting List until the end of each academic year. Applications for inclusion on this Waiting List must be made directly to the Academy and these will be ranked according to our over-subscription criteria.



Deadline for applications  
**MONDAY 15  
JANUARY 2024**

**Maple Court Academy**

Beverley Drive, Bentilee,  
Stoke-on-Trent ST2 0QD  
Tel: 01782 970293  
office@maplecourt.uk  
Acting Executive Principal - Mrs Louise  
Brammer

The School admits students between the ages of 4-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**

## Mill Hill Primary Academy

Sunnyside Avenue, Tunstall,  
Stoke-on-Trent ST6 6ED  
Tel: 01782 234466  
millhill@millhillprimaryacademy.coop  
Principal: Mrs Adele Mills

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Milton Primary Academy

Leek Road, Milton,  
Stoke-on-Trent ST2 7AF  
Tel: 01782 234780  
milton@miltonprimary.org.uk  
Head of Academy: Mrs Rebecca Bailey

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## New Ford Academy

Brownley Road, Smallthorne,  
Stoke-on-Trent ST6 1PY  
Tel: 01782 234605  
[www.newford.org.uk](http://www.newford.org.uk)  
Headteacher: Miss E Ford

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Statement of intent

At New Ford Academy we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the Local Authority (LA) is and other responsible bodies in our school.

<b>Type of school</b>	Academy
<b>Who is the LA?</b>	Stoke-on-Trent
<b>Who deals with complaints about arrangements?</b>	Schools Adjudicator
<b>Who is responsible for arranging/providing for an appeal against refusal of a place at the school?</b>	Stoke-on-Trent LA



## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report
- Admissions Policy Appendix: Changes to Procedures for Admissions and Admission Appeals until 30 September 2022

## 2. Roles and responsibilities

The

LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.
- Notifying the LA of any in-year admissions and their outcomes.

The governing board is responsible for:

- Liaising with the LA where relevant regarding admitting pupils to the school.
- Working with the LA when determining the school's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

### 3. Admissions arrangements

#### **The published admissions number (PAN)**

The number of places available is determined by the capacity of the school. The PAN for each class of pupils is **30**.

The LA will consult with the governing board where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the Schools Adjudicator, where appropriate.

The governing board will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

#### **Oversubscription criteria**

The LA is responsible for determining admissions arrangements for the school. The oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the LA has applied the following oversubscription criteria, in order of priority given:

- LAC and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children with siblings currently at the school, or whose siblings have left the school within the last six years.
- Children of staff at the school.
- Children eligible for pupil premium where they are in a nursery class attached to the school either by location or management.
- All pupils who have named the school in their EHC plan will be admitted.

Where two applications cannot otherwise be separated, the LA will follow a fair, clear and effective 'tie-breaker' procedure by allocating the place to the pupil who lives closest to school.

#### **Catchment areas**

The point within the school grounds from which the school will measure any distance or radii is the door of the school reception. This point will be used to determine the school's catchment area. This will be measured using the child's primary address. The catchment area is a five-mile radius from the school as the crow flies.

The school will accept pupils from outside the catchment area – oversubscription criteria will apply where applicable.

#### **Siblings of pupils and children of staff**

For the purpose of this policy, "sibling" is defined as any sibling related by blood or marriage and any fostered or adopted siblings.

Where oversubscribed, priority will be given to children whose siblings are currently at the school or who attended the school within the last six years.

Where oversubscribed, priority will be given to children for whom staff members have parental responsibility, where the staff member has been employed by the school for two or more years at the time at which the application was made, and/or where the member of staff has been recruited to fill a vacant post where there is a demonstrable skill shortage. Trustees of the school are included in the staff criteria with regard to admissions for children.

#### **Selective criteria**

The LA will publish the entry requirements and process of selection for a school place on the school's website as part of the published admissions arrangements.

All selection tests will be designed in such a way that they are accessible to children with SEND, and reasonable adjustments will be made for these children where necessary.

Parents will be informed of the outcome of selection tests before 31 October where possible, to allow them to make an informed choice of school; however the trust board will ensure that these parents are aware that the results of a selection test do not necessarily guarantee a selective place for their child.

### **Equal opportunities**

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular

protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

### **Admissions procedures**

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for half a day.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

## **4. Consultation, determination and publication**

### **Consultation**

The LA will consult with the governing board on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The LA will consult with the governing board on admissions arrangements at least once every seven years, even if no changes have been made in that time.

## **Determination and publication of admissions arrangements**

The school will publish a link to the LA's full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on its website. The governing board will address any complaints about the proposed admissions arrangements to the School's Adjudicator.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

A link to the finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year. .

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

## **5. Applications and offers**

### **Applications**

Parents will be provided with a common application form (CAF) where they will note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met. The LA will request supplementary information for the purpose of processing applications where necessary.

## Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day, where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the LA will rank applications in accordance with its determined arrangements, and the qualifying scheme will ensure that only one offer will be made per child by the LA.

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the LA will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

The headteacher will assist the LA with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

## 6. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The school will publish a link to the LA's in-year admissions arrangements on the school website by 31 August each year.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year,

parents whose applications are turned down are entitled to appeal through the process outlined below.

The school will ensure that parents can access a hard copy of the information from the LA about in-year applications upon request.

The school will provide the LA with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the LA.

## 7. Waiting lists

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The LA will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place within 28 days.

## 8. Admissions appeals

In circumstances where a school place is refused, parents, and in some circumstances their children, will have the right to appeal against an LA's decision to refuse admission.

Where this is the case, the LA will establish an independent appeals panel to hear the appeal. The appeal panel will perform its judicial function in a transparent, accessible, independent and impartial manner, and operate according to principles of natural justice.

The LA and appeal panel will ensure that it acts in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

The procedures outlined within this section will apply to all appeals lodged on or after 1 October 2022. Appeals lodged on or before 30 September 2022 will be heard in accordance with the 'School Admissions Appeals Code' 2012 and the School Admissions (Appeals Arrangements) (England) Regulations 2012, as amended.

The governing board will be aware of and, where relevant, assist the LA with the admissions appeals procedure.

### Timetable

The LA will set a timetable for organising and hearing appeals that:

- Includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
- Ensures that appellants receive at least 10 school days' notice of their appeal hearing.
- Includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties.
- Ensures that decision letters are sent within 5 school days of the hearing wherever possible.

The LA will publish the appeals timetable on their website by 28 February each year.

The LA will ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals
- For late applications, appeals will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
- for applications for in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.

Any appeals submitted after the appropriate deadline will still be heard, in accordance with the timescales set out in the table published by the LA.

Notifying appellants of the right to appeal and the appeal hearing

When informing a parent of their unsuccessful admissions application, the LA will send written notification of their decision. This will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- Contact details for making an appeal.

Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. The LA will not limit the grounds on which an appeal can be made.

The LA will provide appellants with written notification of the date and all final arrangements of the appeal hearing no later than 10 school days before the hearing. This notification will include the deadline for the submission of any further evidence that was not sent in the original appeal.

The LA will comply with any reasonable request for information from parents to help them prepare their case for the appeals hearing.

The LA will ask appellants whether they intend to call any witnesses or be represented at the hearing and inform them that they may waive their right to 10 school days' notice of the hearing if they so wish.

### **Constitution of appeals panels**

The LA will appoint a clerk to the appeal panel who is independent of the school and the education functions of the LA. The clerk will have sufficient knowledge of the 'School Admission Appeals Code', the 'School Admissions Code', other law relating to admissions and other relevant law, as well as being able to offer advice to enable the panel to undertake its judicial function.

The appeals panel will comprise of a chair and at least two other panel members.

The panel will also include at least one lay person and one or more people with experience in education.

In accordance with 'The School Admissions (Appeal Arrangements) (England) Regulations 2012, the clerk to the panel will ensure that no disqualified person is allowed membership of the panel. A person will be disqualified if they are:

- A member of the LA which is the admission authority or LA in whose area the school is located.
- A member or former member of the governing board of the school.
- An employee at the LA or governing board of the school, other than a teacher or TA.
- Any person who has, or at any time has had, any connection with the LA, school or LA who may not act impartially.
- Any person who has not attended training required by the LA arranging the appeals panel.

The LA will ensure that panel members and clerks will not take part in hearings until they have received appropriate training as outlined within the School Admissions Appeals Code'.

The LA will ensure that panel members are independent from the school and will remain independent for the duration of their service.

The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining the roles of the clerk and the panel and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

The LA will indemnify the members of the appeals panel against any legal costs and expenses they incur in connection with any decision taken in good faith whilst acting as a member of the appeals panel.

Members of the appeals panel will be eligible to receive travel and subsistence allowances where applicable, and will, where appropriate, be compensated for any loss of earnings or expenses.

## Evidence

All evidence relating to the appeal hearing will be passed on to the clerk. This evidence will include details of:

- How the admission arrangements and the co-ordinated admissions scheme apply to the appellant's application.
- Reasons for the decision to refuse admission.
- How the admission would cause prejudice to the education provision of the school.

The clerk will send all the papers required for the hearing to both parties and the members of the panel 7 days before the hearing.

## Attendance and representation

It will be the LA's responsibility to make arrangements for appeal hearings. Appeal hearings may be held in person, remotely by video conference or a mixture of the two (a hybrid hearing).

Appeal hearings held entirely by telephone will only be permitted where video conferencing cannot be used relating to connectivity or accessibility and if the appellant and presenting officer both agree.

Regardless of the forum chosen, appeal panels will allow appellants the opportunity to make oral representations.

The LA will provide a presenting officer to attend the hearing and present the LA's case to the panel, ensuring that this person is a member of staff who is well acquainted with the school.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary, either in person or remotely

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

## Appeals hearings

Where appeal hearings are held in person, the LA will take all reasonable steps to ensure the venue is appropriate, accessible to appellants, and has a suitable area for appellants and presenting officers to wait separately from the panel before and between appeals.

Appeal hearings that are held remotely will be held in such a way that means the appeal is capable of being heard fairly and transparently. Attending parties will be able to present their cases fully and the LA will be satisfied that each participant has access to facilities that allow them to engage in the hearing at all times.

Where a hybrid hearing is to take place, the arrangements above will be complied with as appropriate. Hearings, whether conducted in-person or remotely, will be held in private. The order of appeal hearings will be as below:

- Case for the LA.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the LA and panel.
- Summing up by the LA.
- Summing up by the appellant(s).

## Reaching a decision

When reaching a decision, the LA will follow the specific two stage process outlined in section three of the 'School Admission Appeals Code'.

In cases where the LA has refused to admit a child on the grounds that admitting an additional child would breach the infant class size limit and there are no measures that can be taken to avoid this without prejudicing the provision of efficient education or efficient use of resources, the two-stage process outlined in Section four of the 'School Admission Appeals Code' will be followed.

Decisions will be decided by a simple majority of votes cast. If votes are split equally, the chair will make the casting vote. The panel will either uphold or dismiss an appeal and will not uphold an appeal subject to any specified conditions.

To communicate the decision made, the panel will send a letter to the appellant, signed by the clerk or chair of the appeals panel, no later than five school days after the decision has been made.

The decision letter will contain clear reasons for the panel's decision and a summary of the relevant factors raised by the parties and considered during the hearing. In the case of applications outside the normal admissions round, the LA will ensure that the pupil is admitted to the school without unnecessary delay.

Appeals by the parent of a child with an EHC plan against the choice of school named in the EHC plan will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

In cases where there are multiple appeals, the LA will ensure that, where possible, all appeals are heard by the same appeals panel with the same members, and that no decisions are made until all the appeals have been heard.

In all hearings the clerk to the panel will ensure that an accurate record is taken of the points raised at the hearing, including the proceedings, attendance, voting and reasons for decisions. These notes will be kept securely by the LA for a minimum of two years and are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

### **Further appeals and complaints**

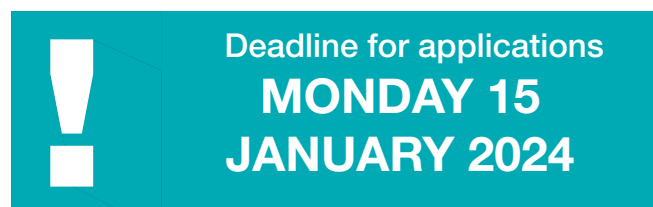
Appellants will not have the right to more than one appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the LA has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

Appellants may complain about maladministration on the part of an appeal panel to the Local Government and Social Care Ombudsmen. The LA will inform parents about the arrangements for making a complaint.

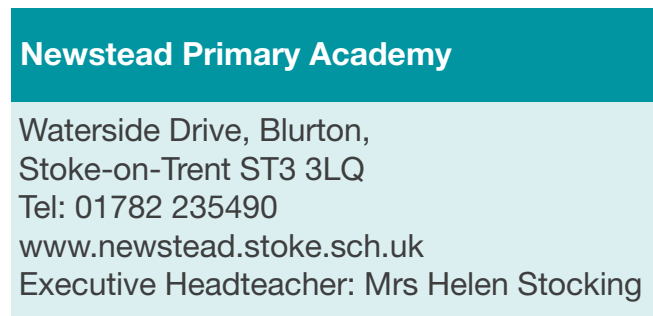
## **9. Monitoring and review**

This policy will be reviewed by the governing board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is April 2024.



Deadline for applications  
**MONDAY 15  
JANUARY 2024**



**Newstead Primary Academy**  
Waterside Drive, Blurton,  
Stoke-on-Trent ST3 3LQ  
Tel: 01782 235490  
[www.newstead.stoke.sch.uk](http://www.newstead.stoke.sch.uk)  
Executive Headteacher: Mrs Helen Stocking

The School admits students between the ages of 3-11

### **How to apply for Nursery or Reception place for September 2024**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### **Admission criteria**

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



## Northwood Broom Academy

Keelings Road, Northwood,  
Stoke-on-Trent ST1 6QA  
Tel: 01782 234379  
www.northwoodbroom.co.uk  
Academy Principal: Mrs Yvonne Glaister

The School admits students between the ages of 3-7

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024..**

**The closing date for Reception applications is 15 January 2024.**

Hamilton, Northwood Broom and Grove academies welcome children from all backgrounds, faiths and those of no faith. The governors of the academies are committed to developing inclusive schools that reflect the diversity of the local community.

As well as being inclusive academies, the infant academies and junior academy have a distinctive ethos and character. All parents applying for a place at each academy are asked to respect this ethos and its importance to the school community. It is expected that all children who attend our academies will actively participate in the life of the school.

### Normal Round Admissions Process

Parents wishing to apply for a place at Hamilton Academy, Northwood Broom Academy or Grove Academy can apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions). The most efficient way of applying for a school place is to apply on-line. When you apply on-line, you will receive an email confirmation that your application has been successfully submitted. You will also receive an email from the Local Authority on offer day informing you of the outcome of your application. If you do not apply on-line, you will need to complete a paper application form which is

available from the academy. This should then be returned directly to the academy or to the Local Authority by the published closing date. The Local Authority will write to you to let you know the outcome of your application.

The admission of pupils with an Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the academy if our school is named on the EHCP and will be placed first. This is a statutory entitlement under S.324 of the Education Act 1996.

### Nursery Provision

Our infant academies both have nurseries attached. Children aged three years by 31 August are able to attend a nursery class or academy in September. Attendance at school is not a requirement at this age but is at the discretion of parents. Both infant academies also extend their offer of nursery places to 'rising 3' children the term after their third birthday.

Unfortunately, attendance at our infant nursery settings will not guarantee admission to a reception class at the same academy. Parents must apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions). The academies will support parents with this process.

Our infant academies offer both part time and full time places. All children are eligible for 15 hours statutory provision and there is also an option for parents to 'top up' their child(rens) hours to 30 hours through two options:

1. Apply for the Government tax-free childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
2. Paying an additional payment of up to £25 per week dependent on need, direct to the academy.

### Infant Provision

Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a full time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond

the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

All applications for admission to our infant academies at age 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. To help this process applicants are required to fill out a common application form. This can be done on-line.

### **Junior Provision**

Admission to junior school is provided for all children in the September following their seventh birthday. Where a child is offered a place at a school, that child is entitled to a full time place in the September following their seventh birthday.

All applications for admission to our junior academy at age 7+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. To help this process applicants are required to fill out a common application form. This can be done on-line.

### **Oversubscription Criteria**

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who attend Hamilton Academy or Northwood Broom Academy and apply for a place at Grove Academy.**

3. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior academy in the case of infant academies).
4. Other children living within the catchment area of the academy.
5. Children living outside the catchment area of the academy who have an elder brother or sister at the academy at the time of admission (or at the linked junior academy in the case of infant academies).
6. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy. Distance is measured by straight line measurement from the home address point to the main gate of the school (Keelings Road entrance for Northwood Academy, Barthomley Road for Hamilton Academy and Turner Street for Grove Academy) as measured by the Local Authority geographical information system.

All applications will be ranked against the oversubscription criteria. Where there are two or more applications and fewer places available within any oversubscription criteria, priority will be agreed through an internal admission panel process on a case-by-case basis.

For admission purposes, an older brother or sister is defined as: a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested or unrelated children who live at the same home address, whose parents live as partners in a civil partnership. It also includes any other child living at the same residence under the terms of a Residence Order.

The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one



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at which the pupil is resident for the greatest part of the week.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the academies will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way.

We will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

### **In Year Admissions**

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy. All applications will be reviewed at an internal admission panel, which take place routinely once a week. Parents will be informed of the outcome of the admission panel.

### **Appeals**

Parents who wish to appeal against the governors' decision not to offer a place to their child, can do this through the City Council's independent appeals panel. 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.

### **Waiting List**

Each academy will maintain a waiting list until the end of each academic year. Applications for inclusion on this waiting list must be made directly to the Academy and these will be ranked according to our over-subscription criteria. A position on a waiting list is not fixed and applicants may move up and down the list.

### **Withdrawal of places**

Once parents have been notified of an offer of an academy place the academies, in support of the Council, will only withdraw the offer in exceptional circumstances, such as:

1. Failure to respond to the offer within the specified time following a reminder.
2. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.
3. Where a place was offered in error at an academy where the Council is not the admissions authority.

### **Norton-Le-Moors Primary Academy**

Norton Lane, Norton-in-the-Moors,  
Stoke-on-Trent ST6 8BZ

Tel: 01782 234792

[www.norton.stoke.sch.uk](http://www.norton.stoke.sch.uk)

Headteacher: Miss Suzanne Rawlings

The School admits students between the ages of 3-11

### **How to apply for Nursery or Reception place for September 2024**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### **Admission criteria**

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**

## Oakhill Primary

Rookery Lane, Oakhill,  
Stoke-on-Trent ST4 5NS  
Tel: 01782 235238  
www.oakhillprimaryschool.co.uk  
Headteacher: Mrs Joanna Leach

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Our Lady & St Benedict Catholic Primary

Abbey Lane, Abbey Hulton,  
Stoke-on-Trent ST2 8AU  
Tel: 01782 234646  
www.ourladyandstbenedict.co.uk  
Headteacher: Mrs Sarah Clowes

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission policy

Our Lady & St Benedict Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of Our Lady & St Benedict Catholic Academy.

The admissions process for Our Lady & St Benedict Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at Our Lady & St Benedict Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Our Lady & St Benedict Catholic Academy on the application form. Applications need to be made by 15 January 2024.

**A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).**

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in

accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Committee acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Academy has set its admission number at 30 pupils to be admitted to the Reception class in the school year, which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Academy Committee will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [birminghamdiocese.org.uk/boundary-map](https://www.birminghamdiocese.org.uk/boundary-map) (external link) and will be applied to the admission arrangements for the academic year 2024/2025. The parish boundary map can also be found on the school website [ourladyandstbenedict.co.uk](https://www.ourladyandstbenedict.co.uk) (external link)

#### **Oversubscription Criteria**

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady & St Benedict who have a brother or sister (see Note 3 below) attending Our Lady & St Benedict Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady and St Benedict.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady & St Benedict Catholic Academy at the time of admission.
5. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady & St Benedict Catholic Academy at the time of admission.
9. Non-Catholic children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

#### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school.** . If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Academy Committee) to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

### **Note 5**

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St. George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

(These are the listed schools of the Collegiate at the time of producing the policy and are the names of schools that will be considered for ranking purposes in the application of this policy)

### **Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Academy Committee, will randomly select the child to be offered the final place.

The Academy Committee will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Academy Committee that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

### **School Entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Academy Committee for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into

a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Academy Committee will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Academy Committee agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending Our Lady & St Benedict Catholic Academy's Nursery**

Attendance at Our Lady & St Benedict Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of Our Lady & St Benedict Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the school should make that appeal request in writing to the Chair of the Academy Committee at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Academy Committee has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Academy Committee has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:



1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

### **Waiting list**

In addition to their right to appeal, children who have not been offered a place at Our Lady & St Benedict Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

### **In year fair access protocol**

The Board of Directors of Our Lady & St Benedict Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [www.ourladyandstbenedict.co.uk](http://www.ourladyandstbenedict.co.uk)

Our Lady & St Benedict Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Academy Committee. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Appendix

### Definition of a “Baptised Catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception. Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish

priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.



Deadline for applications

**MONDAY 15  
JANUARY 2024**



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**

## Catholic Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*

School attended by brother or sister:

Brother or sister's full name(s):

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Academy Committee to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

\*\*Please state the school that the child's brother or sister attends with the name(s) of any brothers or sisters.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Academy Committee to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to Our Lady & St Benedict at Abbey Lane, Abbey Hulton, Stoke-on-Trent ST2 8AU by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are Our Lady & St Benedict Catholic Academy at Abbey Lane, Abbey Hulton, Stoke-On-Trent, Staffordshire, ST2 8AU
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs S Clowes and you can contact them with questions relating to our handling of the data. You can contact them either by phone (01782 234646) or email [office@olsbprimary.org.uk](mailto:office@olsbprimary.org.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following our Complaints Policy which is on our website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Board of Directors may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## Our Lady's Catholic Academy

Watkin Street, Fenton,  
Stoke-on-Trent ST4 4NP  
Tel: 01782 254832  
www.ourladyasca.org.uk  
Headteacher: Mrs Karyn Oakley

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission policy

Our Lady's Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of Our Lady's Catholic Academy.

The admissions process for Our Lady's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at Our Lady's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Our Lady's Catholic Academy on the application form. Applications need to be made by 15 January 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school** by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Committee acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Academy Committee has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Academy Committee will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, the boundary map the school uses for its admission purposes can be found via [ourladysca.org.uk/admissions](http://ourladysca.org.uk/admissions) (external link)

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Perpetual Succour who have a brother or sister (see Note 4 below) attending Our Lady's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Perpetual Succour.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady's Catholic Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
7. Children of staff currently employed at Our Lady's Catholic Academy (see note 5 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady's Catholic Academy at the time of admission.
9. Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school.** If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear to the Academy Committee to have been in state care outside of England and ceased to be in state case as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent

- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
  - Adopted or fostered children
- The children must be living permanently in the same household.

#### Note 5

Reference to staff means full-time or part-time employed staff in the following roles:

- Teaching staff
- All other staff employed at the academy or in contract with the academy who are not teachers

The member of staff must have been employed at Our Lady's Catholic Academy for two or more years at the time of application for admission, or the member of staff has been employed for less than two years at the time of application but has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### Note 6

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies.

The local authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats.

If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published

Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Academy Committee, will randomly select the child to be offered the final place.

The Academy Committee will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week. Parents may be requested to supply documentary evidence to satisfy the Academy Committee that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

#### School entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Academy Committee for the child to be

considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Academy Committee will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Academy Committee agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2> (external link)

### **Applications from children currently attending Our Lady's Catholic Academy's Nursery**

Attendance at Our Lady's Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of Our Lady's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Academy Committee in the same way regardless of whether the child does or does not attend the Nursery at the time of application.



## Appeals

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the school should make that appeal request in writing to the Chair of the Academy Committee at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Academy Committee has offered a place in the normal age group instead.

## Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Academy Committee has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

## Waiting lists

In addition to their right to appeal, children who have not been offered a place at Our Lady's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

## In year fair access protocol

The Academy Committee of Our Lady's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Academy Committee is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Academy Committee has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications other than the normal intake to reception class (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be

admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [www.ourladysca.org.uk/admissions](http://www.ourladysca.org.uk/admissions) ([external link](#))

Our Lady's Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Academy Committee. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority [www.stoke.gov.uk/primary\\_school\\_admissions](http://www.stoke.gov.uk/primary_school_admissions) ([external link](#))

If there are no places available, the child will be added to the waiting list (see above). Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Appendix

### Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and

reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception. Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Academy Committee to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Academy Committee to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to Our Lady's Catholic Academy at Watkin Street, Fenton, Stoke-on-Trent, ST4 4NP by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are Our Lady's Catholic Academy at Watkin Street, Fenton, Stoke-on-Trent, ST4 4NP
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs J Doig and you can contact them with questions relating to our handling of the data. You can contact them by telephone on 01782 235340 or email [jdoig@stmca.org.uk](mailto:jdoig@stmca.org.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Mrs J Doig on 01782 235340 or email [jdoig@stmca.org.uk](mailto:jdoig@stmca.org.uk) If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Academy Committee may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## Packmoor Ormiston Academy

Carr Street, Packmoor,  
Stoke-on-Trent ST7 4SP  
Tel: 01782 234544  
www.packmoorprimary.co.uk  
Headteacher: Mrs Sharon May

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

## 1. Policy statement and principles

### 1.1 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 academy's admissions arrangements for admissions and will apply to all admissions from 1 September 2024 to 31 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.

### 1.2 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 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 01782 234544.

### 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 December 2023. The closing date for applications for this year is 31 January 2024.

Applications should be made via the Stoke on Trent City Council website [stoke.gov.uk/admissions](https://stoke.gov.uk/admissions) ([external link](#))

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 April and 31 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:

- 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.

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.

## Park Hall Academy

Carberry Way, Weston Coyney,  
Stoke-on-Trent ST3 5QU  
Tel: 01782 312384  
www.parkhallacademy.co.uk  
Principal: Mrs Georgina Frost

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

#### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

#### Aims and objectives

Park Hall Academy is an inclusive school, welcoming children from all backgrounds and abilities. We never discriminate on the grounds of gender, race or disability.

We aim to ensure that all admissions to our academy are managed equitably and are in compliance with the School Admissions Code of Practice (2014) and the statutory Appeals Code of Practice.

We aim to ensure that our admission procedures are clear and transparent and communicated to all members of our school community, including prospective parents and carers.

#### Admissions Process

Parents wishing to apply for a place at Park Hall Academy can apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions). If you require assistance or are unable to complete an online application, our office staff will be happy to assist you.

The form should be returned directly to Park Hall Academy or to the Local Authority by the published closing date.

Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at a particular school. We **strongly advise** all parents and carers to name their three preferred schools/academies in order of preference.

The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan (EHCP) is dealt with by a separate procedure. These children will be admitted to Park Hall Academy if our school is named on the EHCP/statement. This is a statutory entitlement under S.324 of the Education Act 1996.

#### Admissions to Nursery (Lower Foundation FS1)

Children aged three years by 31 August are able to attend our nursery provision (Lower Foundation) in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

Attendance at our nursery setting will not guarantee admission to our reception class (Upper Foundation).

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.

**The same over subscription criteria apply to Nursery as to Reception applications.**

#### Admissions to Reception (Upper Foundation Stage F2)

It is important to note that admissions to reception classes are entirely separate from nursery class admissions. **All children who already attend a nursery setting in a school or an academy MUST complete an application form for a reception class place. Attending a nursery setting does not guarantee a place in that school's reception class.**

## Oversubscription criteria

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available, the Local Governing Committee, who are the admissions authority for Park Hall Academy, will operate the following oversubscription criteria in order to allocate places:

1. 1. Looked after children and all previously looked after children, including 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. Previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.)
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.

## Admission Numbers.

We have a Pupil Admission Number (PAN) based upon the funding agreement for Park Hall Academy. Places will be offered up to but not exceeding the Admission Number. The admission number for Park Hall Academy is **60 pupils per year group.**

## Admission appeals

Park Hall Academy has a duty to comply with the Infant class size Regulations. These state that Reception and Key Stage 1 classes must not exceed 30 pupils per qualified teacher.

## Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[stoke.gov.uk/appeal-against-a-school-admission-decision](http://stoke.gov.uk/appeal-against-a-school-admission-decision) or in writing to:

The Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director's Office, City of Stoke – on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.

The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days.

### **In Year Admissions**

Where applications for admissions into year groups other than at the normal point of entry occur they will be completed using an in year application transfer form. These must be passed directly to Park Hall Academy and the allocation of places will be made in line with the above oversubscription criteria.

### **Waiting List**

Park Hall Academy will maintain a waiting list until the end of each academic year. Applications for inclusion on this waiting list must be made directly to Park Hall Academy and these will be ranked according to our over-subscription criteria. Parents and carers should be aware that a position on a waiting list is not fixed and applicants may move up or down the list. Inclusion on this list does not guarantee a pupil a place in our academy.

### **Monitoring and review**

This policy will be monitored by the Local Governing Committee, who will always take due note of the guidance provided by the LA Admissions Department.

The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our academy or in the local area.

## **Priory CE (C) Primary**

Jubilee Road, Trentham,  
Stoke-on-Trent ST4 8EF  
Tel: 01782 233585

[www.prioryceprimary.org.uk](http://www.prioryceprimary.org.uk)

Co-Principals: Miss Pam Keen/ Mrs Jenny Cunliffe

The School admits students between the ages of 3-11

### **How to apply for Nursery or Reception place for September 2024**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### **Admission criteria**

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**



## Saint Nathaniel's Academy

Westport Road, Burslem,  
Stoke-on-Trent ST6 4JG  
Tel: 01782 528261  
www.saintnathaniels.org.uk  
Principal: Mrs Rosemarie Patrick

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission policy

St Nathaniel's Academy uses its own Admissions policy – see below:

### Statement

Saint Nathaniel's Academy welcomes children from all backgrounds, faiths and those of no faith. The Governors of the Academy are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the Academy is not dependent on being a member of a particular faith community.

As well as being an inclusive academy, as a Church of England school we have a distinctive ethos and character that reflects the teaching of the Bible and Christian values. All parents applying for a place at our Church of England Academy are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend our Church of England Academy will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through our commitment to inclusivity, families from other faiths and no faith are warmly welcomed.

### Admissions Process

Parents wishing to apply for a place at Saint Nathaniel's Academy can apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) This should then be returned directly to the Academy or to the Local Authority by the published closing date.

The admission of pupils with an Education Health Care Plan are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the EHCP. This is a statutory entitlement under S.324 of the Education Act 1996.

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available, the Governors, who are the admissions authority for the Academy, will operate the following oversubscription criteria:

- a) Children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), immediately following having been looked after. This includes children who appear to (in the view of the admissions authority) have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Children who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date.

Siblings are considered to be those children who live at the same address and either:

- Have one or both natural parents in common

OR

- Are related by a parent's marriage or related by parents living as partners at this address

OR

- Are adopted or fostered by a common parent

OR

- Children not adopted, fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

We do not include cousins within our definition of siblings.

If a child lives with **parents with shared responsibilities**, each for part of the week, the 'home address point' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address point will be the one used when applying for child benefit.

- Children who are baptised members of a Christian Church which is in communion with the Church of England. A copy of the baptismal certificate must be provided at the point of application.
- Other students arranged in order of priority according to how near their home address point are to the Academy. Distance is measured by straight line measurement from the home address to the main gate of the school on Westport Road as measured by the Local Authority geographical information system.

All applications will be ranked against the oversubscription criteria.

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. Where distance is equal for two or more applications, a tiebreaker will be applied whereby places will be determined by random allocation.

### Appeals

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee, Democratic & Committee Support,

Democratic Services Division, City Director's Office, City of Stoke-on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.

The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days.

### In Year Admissions

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy and the allocation of places will be made in line with the above oversubscription criteria.

### Waiting List

The Academy will maintain a Waiting List until the end of each academic year. Applications for inclusion on this Waiting List must be made directly to the Academy and these will be ranked according to our over-subscription criteria.

### Sandford Hill Primary

Clayfield Grove, Longton,  
Stoke-on-Trent ST3 5AQ

Tel: 01782 235518

[sandfordhill.org.uk](http://sandfordhill.org.uk)

CoHeadteachers : Mr David Wardle / Mrs Sarah Martin

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Sandon Primary Academy

Normacot Grange Road, Meir,  
Stoke-on-Trent ST3 7AW  
Tel: 01782 319097  
www.sandonprimaryacademy.com  
Principal: Mrs Rachel Beckett

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Smallthorne Primary Academy

Chetwynd Street, Smallthorne,  
Stoke-on-Trent ST6 1PR  
Tel: 01782 235265  
www.smallthorneprimary.org.uk  
Principal: Mrs Tina Steele

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Sneyd Academy

Sneyd Street, Sneyd Green,  
Stoke-on-Trent ST6 2NS  
Tel: 01782 234460  
Sneyd.alphaacademiustrust.co.uk  
Principal: Mrs Rosina Lee

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## St Augustine's Catholic Academy

Sandon Road, Meir,  
Stoke-on-Trent ST3 7DF  
Tel: 01782 254831  
www.staugustinescatholicacademy.org  
Principal: Mrs Rebecca Perkins

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

St Augustine's Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is



the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Augustine's Catholic Academy.

The admissions process for St Augustine's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Augustine's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Augustine's Catholic Academy on the application form. Applications need to be made by 15 January 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all-natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.

### **Oversubscription Criteria**

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St Augustine's, Meir who have a brother or sister (see Note 3 below) attending St Augustine's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Augustine's Meir.

4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Augustine's Catholic Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below).
7. Children of staff currently employed at St Augustine's Catholic Academy (see Note 6 below).
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Augustine's Catholic Academy at the time of admission.
9. Non-Catholic children.

#### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for

this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

#### **Note 5**

Distances are calculated on the basis of a straight-line measurement from the child's home address point to the front gate of the school. The home address point is used to

determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

### **Note 6**

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at St Augustine's Catholic Academy for two or more years at the time of application for admission, or the member of staff has been employed for less than two years but has been recruited to fill a vacant post for which there is a demonstrate skill shortage.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

### **School Entry**

Parents must, by law, ensure that their child is receiving suitable full-time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2024.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school

age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is

a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St Augustine's Nursery**

Attendance at St Augustine's Catholic Academy Nursery does not automatically guarantee that a place will be offered in the Reception class of St Augustine's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

## Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

## Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

## Waiting Lists

In addition to their right to appeal, children who have not been offered a place at St Augustine's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2024 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

## In year fair access protocol

The Board of Directors of St Augustine's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting St Augustine's Catholic Academy and all families approaching the school will be given.

an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

### **Appendix**

#### **Definition of a "baptised catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions,

or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

#### **Written evidence of baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Augustine's Catholic Academy at Sandon Road Meir Stoke on Trent ST3 7DF by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Augustine's Catholic Academy at Sandon Road Meir Stoke on Trent ST3 7DF
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs Jenny Doig and you can contact them with questions relating to our handling of the data. You can contact them by email [jdoig@stmca.org.uk](mailto:jdoig@stmca.org.uk) or telephone 01782 882900
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Mrs J Doig 01782 882900. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Board of Directors may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name



## St George and St Martin's Catholic Academy

Boulton Street, Birches Head,  
Stoke-on-Trent ST1 2NQ  
Tel: 01782 234384  
www.sgsmacademy.co.uk  
Principal: Mrs Dawn Farmer

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

St George and St Martin Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of The Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St George and St Martin Catholic Academy.

The admissions process for St George and St Martin Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St George and St Martin Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St George and St Martin Catholic Academy on the application form. Applications need to be made by 15 January 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Committee acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Academy has set its admission number at 30 pupils to be admitted to the Reception class in the school year, which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Academy Committee will give priority to children living closest

to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.

### **Oversubscription Criteria**

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St George and St Martin, Birches Head or Sacred Heart, Hanley who have a brother or sister (see Note 3 below) attending St George and St Martin Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St George and St Martin, Birches Head or Sacred Heart, Hanley.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St George and St Martin at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St George and St Martin at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear

(to the Academy Committee) to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St. George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

(These are the listed schools of the Collegiate at the time of producing the policy and are the names of schools that will be considered for ranking purposes in the application of this policy)

#### **Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical

Information System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Academy Committee, will randomly select the child to be offered the final place.

The Academy Committee will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Academy Committee that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

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Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the

beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Academy Committee for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Academy Committee will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Academy Committee agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St George and St Martin Catholic Academy's Nursery**

Attendance at St George and St Martin Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St George and St Martin Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Academy Committee in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the school should make that appeal request in writing to the Chair of the Academy Committee at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Academy Committee has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Academy Committee has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

### **Waiting lists**

In addition to their right to appeal, children who have not been offered a place at St George and St Martin Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

### **In year fair access protocol**

The Academy Committee of St George and St Martin Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Academy Committee is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol.



The Academy Committee has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [www.sgsmacademy.co.uk/admissions](http://www.sgsmacademy.co.uk/admissions)

St George and St Martin Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Academy Committee. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [www.stoke.gov.uk/school\\_admissions](http://www.stoke.gov.uk/school_admissions)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## **Appendix**

### **Definition of a "baptised catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written evidence of baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception. Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**

Deadline for applications  
**MONDAY 15  
JANUARY 2024**

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or

received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.





## Catholic Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*

School attended by brother or sister:

Brother or sister's full name(s):

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Academy Committee to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Academy Committee to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St George and St Martin Catholic Academy at Boulton Street, Birches Head, ST1 2NQ by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St George and St Martin at Boulton Street, Birches Head, Stoke-on-Trent, ST1 2NQ
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Jackie Bedson and you can contact them with questions relating to our handling of the data. You can contact them by email [sgsmcp@sgsmnewman.co.uk](mailto:sgsmcp@sgsmnewman.co.uk) or telephone 01782 234384.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the school's complaints policy [sgsmacademy.co.uk/policies](http://sgsmacademy.co.uk/policies). If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Academy Committee may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## St Gregory's Catholic Academy

Spring Garden Road, Longton,  
Stoke-on-Trent ST3 2QN  
Tel: 01782 254833  
www.saintgregorys.org.uk  
Headteacher: Mrs Victoria Brickley

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

St. Gregory's Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St. Gregory's Catholic Academy

The admissions process for St. Gregory's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St. Gregory's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St. Gregory's Catholic Academy on the application form. Applications need to be made by 15 January 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Committee acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Academy Committee has set its admission number at 60 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Academy Committee will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary

map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.

### **Oversubscription Criteria**

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St Gregory's who have a brother or sister (see Note 3 below) attending St Gregory's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Gregory's
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Gregory's Catholic Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
7. Children of staff currently employed at St. Gregory's Catholic Academy (see below Note 5)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Gregory's Catholic Academy at the time of admission.
9. Non-Catholic children.

#### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be

returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear to the Academy Committee to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent

- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.

- Adopted or fostered children

The children must be living permanently in the same household.

#### Note 5

Reference to staff means full-time or part time employed staff in the following roles:

- Teaching Staff
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at the Academy for two years or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### Note 6

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be

exceeded, the Local Authority, on behalf of the Academy Committee, will randomly select the child to be offered the final place.

The Academy Committee will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week. Parents may be requested to supply documentary evidence to satisfy the Academy Committee that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

#### School entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Academy Committee for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted

into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Academy Committee will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Academy Committee agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St. Gregory's Catholic Academy Nursery**

Attendance at St. Gregory's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Gregory's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Academy Committee in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the school should make that appeal request in writing to the Chair of the Academy Committee at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Academy Committee has offered a place in the normal age group instead.

### Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Academy Committee has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

### Waiting lists

In addition to their right to appeal, children who have not been offered a place at St Gregory's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

### In year fair access policy

The Academy Committee of St Gregory's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Academy Committee is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Academy Committee has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### Applications other than the normal intake to reception class (in-year applications)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [saintgregorys.org.uk/admissions](https://saintgregorys.org.uk/admissions) ([external link](#))

St Gregory's Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application

must be submitted to the local authority who will then forward that application to the school for consideration by the Academy Committee. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [stoke.gov.uk/school admissions \(external link\)](http://stoke.gov.uk/school_admissions)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Appendix

### Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.



## Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Academy Committee to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Academy Committee to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Gregory's Catholic Academy at Spring Garden Road, Longton, ST3 2QN by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Gregory's Catholic Academy at Spring Garden Road, Longton, Stoke on Trent, ST3 2QN
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Jenny Doig and you can contact them with questions relating to our handling of the data. You can contact them by email [jdoig@stmca.org.uk](mailto:jdoig@stmca.org.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the school office at 01782 235340. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Academy Committee may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## St John's CE (A) Primary

Wheatley Avenue,  
Stoke-on-Trent ST4 6SB  
Tel: 01782 238889  
www.stjohnscea.org.uk  
Headteacher: Mrs Susan Bowyer

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

St John's CE (A) Primary School uses its own Admissions policy – see below:

### Introduction

St John's CE (A) Primary School welcomes children from all backgrounds, faiths and no faith. The Governors of the schools are committed to developing an inclusive environment that reflects the diversity of the local community. Admission to a Church of England Aided Primary School is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, a Church school has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. All parents/carers applying for a place at a Church of England Aided Primary School are asked to respect this ethos and its importance to the school community in which it serves. It is hoped that all children who attend a Church of England School will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents/carers who are not Christians to apply for a place. Indeed, through the commitment to inclusivity,

families from other faiths and no faith are actively welcomed.

The Governing Board of each school is responsible for the admission of pupils to the school and will admit up to the admission limit that has been agreed between the Governing Body and the Local Authority.

The Governing Board is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) i.e., 30 pupils per class.

The school will admit 39 pupils each September to Nursery.

The school will admit 45 pupils each September to Reception (60 agreed for September 2012 only).

### Oversubscription Criteria

In the event of more applications being received than places available, the following Oversubscription Criteria will be applied:

#### Nursery & Reception Admissions

1. Children who are in the care of a local authority (looked after children) or provided with accommodation with them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), including those children who appear (to the admissions 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 or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. Appropriate medical or psychological evidence must be provided in support.
3. Children who have a sibling attending the school at the time of application and at the time of admission.
4. Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicant's commitment to their place of worship will be required using the Supplementary Information Form.

5. Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance. Written evidence of the applicant's commitment to their place of worship will be required using the Supplementary Information Form.
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence of the applicant's commitment to their place of worship will be required using the Supplementary Information Form.
7. Children living in the area served by the school, given in order of the nearness of the home to the school, measured along the shortest safe walking route from the home address point to the school's main gate.
8. Children living out of the area served by the school.

## Definitions

### Looked after children or children who were previously looked after

This criterion provides a priority for children who are (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 of the Children Act 1989. It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian(s). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (eg a copy of the adoption, child's arrangements or special guardianship order).

### Serious medical, physical or psychological condition.

Where a place is requested for a child or family who have a serious social or medical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at St John's CE (A) Primary School is essential rather than any other school or academy. Parents/Carers must describe the difficulties that would be caused if the child had to attend another school or academy. A suitable medical professional should provide the evidence. The admissions committee of the local Governing Board will endeavour to reach a fair and equitable decision and will consider the evidence carefully.

### Siblings

"Siblings" refers to brother or sister, half-brother or sister, adopted brother or adopted sister, foster brother or foster sister, step brother or step sister, and includes children living as siblings in the same family unit at the same address.

### Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### The area served by the school

The school's trust deed of 1860, states that the school was established to provide education for children living in the ecclesiastical parish of St John's Church. The ecclesiastical parish is referred to as 'the area served by the school.'

The child's permanent residence is where they live normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent/carer and part with the other, at different addresses, will be the address at which they spend most of their time.

## Additional Information

### Home Address

The home address means the address where the child usually lives. Where parents/carers have shared residence of a child and the child lives for part of the week with each parent/carer, the Governing Board will take the home address to be the address at which:

- The child lives most of the school week.
- Where the child lives at each address for equal parts of the school week, then the address receiving Child Benefit payments and/or as determined by a court order will be used.

### Moving home and UK service personnel and crown servants

Places can be offered regarding future moves on the basis of:

- A letter from the solicitor confirming exchange of contracts to buy a property relevant to the application;
- A tenancy agreement confirming the renting of a specific property relevant to the application;
- A letter from a housing association confirming that the parents/carers will be living at a specific address relevant to the application; or
- In the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date.

### Tie-breaker

If the school is oversubscribed from within any of the above criteria or sub-criteria, distance will be used to prioritise applications; applicants living nearer the school have priority. The shortest walking route from the front door of the child's home address (including flats) to the main gate of the school will measure distance.

### Who can apply?

Only the parent/carer can apply for a place at a school. A parent/carer is any person has parental responsibility for, or is the legal guardian of the child, as set out in the Children Act 1989.

### How to apply

You must complete a Local Authority Application Form for your relevant council. Please select from [stoke.gov.uk/admissions](https://stoke.gov.uk/admissions) ([external link](#))

Parents/Carers applying for a place on faith grounds must complete the **Supplementary Information Form** (which can be obtained from the school) and return this form direct to the school, signed by the appropriate faith leader.

### When to apply

The national closing date for admission application forms to be received by the local authority will be published in the Local Authority's Admission Booklet on the website for that year.

For the normal admissions round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria.

### Multiple Births

Where parents/carers are seeking to place twins, triplets etc. they must submit separate applications for each child. When considering twins, triplets or larger numbers of siblings which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parents/carers may decide whether a) they will accept the place(s) or b) they will decline the place(s) which will be offered to the next person(s) in the allocations after the twins/triplets/multiple births. If the parents/carers accept the place(s) for one or more of the twin/triplets/multiple birth then the unsuccessful sibling(s) will be considered first priority on the waiting list, for one term, if a space becomes available and the parents/carers confirm in writing that this is their wish when accepting the original place(s).

### Waiting Lists

When all places have been allocated, waiting lists will be operated by the Local Authority on behalf of the school. The school will operate a waiting list until the end of each academic year. Priority will not be given to children based on the date their application

was received or when their name was added to the waiting list. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

The waiting list will be reviewed at the school by the Local Authority/Governing Board:

- Each time a child is added to, or removed from it;
- When a child's changed circumstances affect their priority;
- Periodically, when parents/carers with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

### **Starting the school in Reception Year**

St John's CE(A) Primary School will provide for the admission of all children in the September following their fourth birthday. Places in the Reception year will be provided from the beginning of the academic year.

### **Compulsory school age and summer born children**

A child is not required to start school until they have reached compulsory age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could be first admitted to St John's CE (A) Primary School. Compulsory school age is set out in section 8 of The Education Act 1996 and The Education Order 1998. A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday.

### **Deferred entry into Reception**

The parents/carers of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside their normal age group – to reception rather than year 1. All requests for



Deadline for applications

**MONDAY 15  
JANUARY 2024**

deferred entry must be sent directly to the school and the Local Authority.

### **Admissions of children outside their normal age group**

Parents/Carers 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. All applicants must process the application as part of the main admissions round. The Local Authority and Governing Board will make the decision based on the circumstances of each case. Parents/Carers do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### **Admission Appeals**

Parents/Carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/Carers wishing to appeal should obtain an appeal form from the school and return it directly to the school. The form/letter should be sent to reach the Clerk to the Appeal Panel, care of the school, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the Governing Board will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**

## St Joseph's Catholic Academy

Mobberley Road, Goldenhill,  
Stoke-on-Trent ST6 5RN  
Tel: 01782 235393  
www.stjosephscatholicacademy.co.uk  
Principal: Mrs Laura Hamilton

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

St Joseph's Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Joseph's Catholic Academy.

The admissions process for St Joseph's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Joseph's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Joseph's Catholic Academy on the application form. Applications need to be made by 15 January 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Committee acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Academy Committee has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the

Academy Committee will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish

boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [birminghamdiocese.org.uk/boundary-map](http://birminghamdiocese.org.uk/boundary-map) (external link) and will be applied to the admission arrangements for the academic year 2024/2025.

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St Joseph's, Goldenhill who have a brother or sister (see Note 3 below) attending St Joseph's, Goldenhill at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Joseph's, Goldenhill.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Joseph's, Goldenhill at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Joseph's at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties

in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also **complete a Supplementary Information Form (SIF) which should be returned directly to the school.** If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.



#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

#### **Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

#### **School Entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which

they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

#### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Academy Committee for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Academy Committee will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Academy Committee agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<http://bit.ly/RmM4A2>

### **Applications from children currently attending St Joseph's**

Attendance at St Joseph's Catholic Academy Nursery does not automatically guarantee that a place will be offered in the Reception class of St Joseph's Catholic Academy.

Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Academy Committee in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the school should make that appeal request in writing to the Chair of the Academy Committee at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Academy Committee has offered a place in the normal age group instead.

### **Repeat Applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Academy Committee has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late Applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

### Waiting Lists

In addition to their right to appeal, children who have not been offered a place at St Joseph's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2024 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places. Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### In year fair access protocol

The Academy Committee of St Joseph's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Academy Committee is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Academy Committee has this power, even when admitting the child would mean exceeding

the published admission number subject to the infant class size exceptions.

### Applications other than the normal intake to reception class (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [stjosephscatholicacademy.co.uk/admissions](https://stjosephscatholicacademy.co.uk/admissions) ([external link](#))

St Joseph's Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Academy Committee. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority [stoke.gov.uk/school\\_admissions](https://stoke.gov.uk/school_admissions) ([external link](#))


If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**



Deadline for applications  
**MONDAY 15  
JANUARY 2024**

## Appendix

### Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.



## Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Academy Committee to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Academy Committee to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Joseph's Catholic Academy at Mobberley Road Goldenhill Stoke on Trent ST6 5RN by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Joseph's Catholic Academy at Mobberley Road, Goldenhill, ST6 5RN
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs Philips and you can contact them with questions relating to our handling of the data. You can contact them by telephoning 01782 235393 or emailing [stjoseph@sjnewman.co.uk](mailto:stjoseph@sjnewman.co.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure on our school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Academy Committee may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## St Maria Goretti Catholic Academy

Aylesbury Road, Bentilee,  
Stoke-on-Trent ST2 0LY  
Tel: 01782 234737  
www.stmariagoretti.org.uk  
Head of School: Mr T Burrows

The School admits students between the ages of 3-11

### **How to apply for Nursery or Reception place for September 2024**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### **Admission criteria**

St Maria Goretti Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Maria Goretti Catholic Academy

The admissions process for St Maria Goretti Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Maria Goretti Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Maria Goretti Catholic Academy on the application form. Applications need to be made by 15th January 2024.

**A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).**

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the

school determined by the shortest distance (see Note 5 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [birminghamdiocese.org.uk/boundary-map](http://birminghamdiocese.org.uk/boundary-map) (external link) and will be applied to the admission arrangements for the academic year 2024/2025.

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St Maria Goretti who have a brother or sister (see Note 4 below) attending St Maria Goretti Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Maria Goretti.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Maria Goretti Catholic Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
7. Children of staff currently employed at St Maria Goretti Catholic Academy (see note 5 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Maria Goretti Catholic Academy at the time of admission.
9. Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic

Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a **Supplementary Information Form (SIF) which should be returned directly to the school.** If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear to the Board of Directors to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents



- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

### Note 5

Reference to staff means full-time or part-time employed staff in the following roles:

- Teaching Staff
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at the Academy for two years or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week. Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

### School entry

Parents must, by law, ensure that their child is receiving suitable full-time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside their normal age Group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2> (external link)

### **Applications from children currently attending St Maria Goretti Nursery**

Attendance at St Maria Goretti Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Maria Goretti Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

### **Waiting lists**

In addition to their right to appeal, children who have not been offered a place at St Maria Goretti Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

### **In year fair access potocol**

The Board of Directors of St Maria Goretti Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [stmariagoretti.org.uk/admissions](http://stmariagoretti.org.uk/admissions) ([external link](#)).

St Maria Goretti Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority

who will then forward that application to the school for consideration by the Academy Committee. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [stoke.gov.uk/school admissions \(external link\)](http://stoke.gov.uk/school_admissions)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Appendix

### Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above-named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Maria Goretti Catholic Academy at Aylesbury Road, Bentilee Stoke-on-Trent ST2 0LY by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

We are St Maria Goretti at Aylesbury Road, Bentilee, Stoke-on-Trent, Staffordshire, ST2 0LY.

1. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
2. The person responsible for data protection within our school is Mrs Sally Brough and you can contact them with questions relating to our handling of the data. You can contact them by telephone on 01782 882964 or email sbrough@stgca.org.uk .
3. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
9. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Mrs S Brough on 01782 882964. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Board of Directors may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## St Mark's CE Primary

Wood Terrace, Shelton,  
Stoke-on-Trent ST1 4LR  
Tel: 01782 234411  
www.stmarksprimary.org.uk  
Headteacher: Mr Lee Nicholls

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is Thursday 31 January 2022**

**The closing date for Reception applications is 15 January 2024.**

### Admission policy

The Local Governing Board (LGB) is responsible for the admission of pupils to St Mark's Church of England Primary School.

**The planned admission number is 60 pupils to reception each year and this applies to the year 2024-2025.**

**The planned admission number is 45 pupils to nursery each year and this applies to the year 2024-2025.**

This admission limit has been agreed between the LGB and the Local Authority.

Pupils will normally be admitted to Reception in the September of the academic year in which they become 5 years old.

Pupils will normally be admitted to Nursery in the September of the academic year in which they become 4 years old.

The primary school (Wood Terrace and College Road site) does not have any specific facilities for pupils with particular learning

needs and there are no specific facilities for pupils with physical disabilities. The Wood Terrace site is on two levels however all lower levels can be accessed without steps. Should the need arise the school would be able to accommodate a pupil with a physical disability on the lower floor on both sites. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The LGB is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds). This limit is a maximum of 30 pupils per class.

When there are more applications than there are places available, the LGB will admit pupils according to the following criteria, in order of priority:

1. Children in care (looked after children<sup>1</sup>)
2. Children who have a sibling<sup>2</sup> attending the school at the time of application and at the time of admission.
3. Children who are themselves, or whose families are, faithful and regular worshippers<sup>3</sup> at a Church of England Church parish church. Written evidence of the applicant's commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information form.
4. Children who are themselves, or whose families are, faithfully and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/ or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form. (NB: St Mark's Church of England Primary prioritises applicants who worship at a Church of England church within the Parish of Hanley above other applicants under this criterion).

<sup>1</sup>A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

<sup>2</sup>Sibling is defined as blood-relatives, step-siblings, foster and adopted children living at the same address.

<sup>3</sup>Faithful and regular worshippers would be defined as those who attend a church service or activity at least twice per month and have been doing so for a minimum of two years.

5. Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of applications, from a relevant professional, such as a doctor, social worker or educational psychologist.
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.
7. Any remaining places will be given in order of nearness of the home (determined by the door at the postal address) to the school, measured along the shortest safe walking route to the school's main pupil gate on the walkway off Wood Terrace and for nursery age children to the main door of the College Road site. (This will be determined by local authority software)

In the event that two or more applicants have equal right to a place under any of the above criteria, the LGB will apply subsequent criteria, in order of priority, to these applicants.

Where parents/carers are seeking places for siblings who are the product of a multiple birth eg twins, triplets they must submit separate applications for each child. If a situation arises where there are insufficient places for all siblings, the remaining places will be offered in order of the time of birth. The parents would then need to decide whether to a) accept the place(s) or b) decline the place(s). If the place is declined, then it will then be offered to the next person in the allocation after the children of multiple birth. If the parents accept the place, then the unsuccessful sibling will be considered first priority on the waiting list should a place becomes available.

### **Admissions Procedures**

The school will use the Local Authority co-ordinated scheme for admissions and timetable for admissions. Following submissions of forms to the LA, the school will consider each applicant who has named the school as a choice on the form in accordance with the admissions criteria.



Deadline for applications

**MONDAY 15  
JANUARY 2024**

### **Casual admissions**

The school will use the Local Authority's co-ordinated admission arrangements relating to applications submitted for years older than the normal year of entry. The school will consider such applications and if there is a place available in the year group applied for then the child will be admitted. If more applications are received than there are places available, then the admission criteria above will apply.

### **Waiting lists**

Waiting lists will be held for places, this will operate for a term after the admissions date. Positions on the waiting list will be determined with the admissions criteria above. Where places become vacant they will be allocated in accordance with the criteria.

### **Appeals**

Parents of children not offered a place for their child have the right to appeal (except for nursery age children, as this is a non-statutory school age). Initially, parents wishing to appeal should write to the Chair of the Local Governing Board c/o the school stating that they wish to appeal for a place at the school and their reasons for requesting an appeal. This letter should reach the school within 14 days of the date of the letter confirming the Board's decision not to offer a place.

Should some appeals be unsuccessful, the LGB will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**



**St Mark's Church of England Primary School  
Supplementary Information Form for School - this is not an application form**

Please complete on behalf of the child and send to the Executive Headteacher of the school.

PLEASE NOTE THAT COMPLETION AND RETURN OF THIS FORM DOES NOT GUARANTEE A PLACE IN THE SCHOOL.

I wish to express a preference for my child to attend St Mark's Church of England Primary School

**DETAILS OF PUPIL**

**Surname of Child:** ..... **Date of Birth (dd/mm/yy):** .....

**Forename(s) of Child:** .....

**Address:** .....

..... **Post Code:**.....

**Child's religion:**..... **Date and Place of Baptism:** .....

Parents of a Christian child should provide evidence of Christian Baptism. Failure to do so may affect the admission criterion the child is placed in.

**Ethnicity:** ..... **Language spoken at home:** .....

**DETAILS OF APPLICANT FULL NAME :**

**FULL NAME : Mr /Mrs /Miss /Ms :** ..... **Telephone No :** .....

**Address (only if different from above):** .....

..... **Post Code:**.....

**Signed:**..... **Date:** .....

**Mother / Father / Guardian / Other (please specify) :** .....

**Details of other siblings who are already at school:**

<b>Name:</b>	<b>Date of Birth:</b>	<b>School Attending:</b>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**FOR SCHOOL USE ONLY** Date Received in School .....

Date of Admission .....

## St Mary's Catholic Academy

Ford Green Road, Norton,  
Stoke-on-Trent ST6 8EZ  
Tel: 01782 234820  
www.stmarysstoke.co.uk  
Executive Principal: Mrs S Rathbone

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

St Mary's Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of The Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Mary's Catholic Academy.

The admissions process for St Mary's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Mary's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Mary's Catholic Academy on the application form. Applications need to be made by 15th January 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Committee acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Academy has set its admission number at 30 pupils to be admitted to the Reception class in the school year, which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which

can be accessed at [birminghamdiocese.org.uk/boundary-map](http://birminghamdiocese.org.uk/boundary-map) (external link) and will be applied to the admission arrangements for the academic year 2024/2025.

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Norton-le-Moors who have a brother or sister (see Note 3 below) attending St Mary's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Norton-le-Moors.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Mary's Catholic Academy at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)

8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Mary's Catholic Academy at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a **Supplementary Information Form (SIF) which should be returned directly to the school.**



If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Academy Committee) to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent

- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

### **Note 5**

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St. George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

(These are the listed schools of the Collegiate at the time of producing the policy and are the names of schools that will be considered for ranking purposes in the application of this policy)

### **Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf

of the Academy Committee, will randomly select the child to be offered the final place.

The Academy Committee will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Academy Committee that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Academy Committee for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Academy Committee will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Academy Committee agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2> (external link)

### **Applications from children currently attending St. Mary's Catholic Academy's Nursery**

Attendance at St Mary's Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Mary's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Academy Committee in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the school should make that appeal request in writing to the Chair of the Academy Committee at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Academy Committee has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Academy Committee has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

## Waiting lists

In addition to their right to appeal, children who have not been offered a place at St Mary's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

## In year fair access protocol

The Academy Committee of St Mary's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Academy Committee is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Academy Committee has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications other than the normal intake to reception class (in-year applications)

An application can be made for a place for a child at any time outside the normal

admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [stmarysstoke.co.uk/admissions](https://stmarysstoke.co.uk/admissions) ([external link](#))

St Mary's Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Academy Committee. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [stoke.gov.uk/school\\_admissions](https://stoke.gov.uk/school_admissions) ([external link](#))

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**



Deadline for applications  
**MONDAY 15  
JANUARY 2024**

## Appendix

### Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.



## Catholic Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes	No*

School attended by brother or sister:

Brother or sister's full name(s):

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Academy Committee to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Academy Committee to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St. Mary's Catholic Academy at Ford Green Road, Stoke-on-Trent, ST6 8EZ by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Mary's Catholic Academy at Ford Green Road, Stoke-on-Trent, ST6 8EZ.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs Sarah Rathbone and you can contact them with questions relating to our handling of the data. You can contact them by [office@stmarysnewman.co.uk](mailto:office@stmarysnewman.co.uk).
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by school's complaints policy on the school website [Policies | St Marys Catholic Primary School](#) ([stmarysstoke.co.uk](http://stmarysstoke.co.uk)). If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Academy Committee may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## St. Mary's C.E. (A) Primary School

Ladywell Road, Tunstall,  
Stoke-on-Trent ST6 5DE  
Tel: 01782 235337  
www.stmarysce.org.uk  
Headteacher: Mrs Clare Morton

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission policy

St Mary's CE Primary School uses its own Admissions policy – see below.

### Statement

The Church of England Primary Schools welcome children from all backgrounds, faiths and no faith. The Governors of the schools are committed to developing an inclusive environment that reflects the diversity of the local community. Admission to a Church of England Primary School is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school we have a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. All parents applying for a place at a Church of England Primary School are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend a Church of England School will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through the commitment to inclusivity, families from other faiths and no faith are actively welcomed.

The Governing Body of each school is responsible for the admission of pupils to the school and will admit up to the admission limit that has been agreed between the Governing Body and the Local Authority. The Governing Body is required to abide by the maximum limits for infant classes (5,6 and 7 year olds) i.e., 30 pupils per class.

The school will admit 60 pupils each September to Reception

### Oversubscription Criteria

In the event of more applications being received than places available, the following Oversubscription Criteria will be applied:

### Nursery and Reception Admissions

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who have a sibling attending (this does not include a sibling in Nursery). See notes below.
3. The child of a member of staff employed by the school at the time of application and at the time of admission. See notes below.
4. Baptised Christian children. A certificate must be provided.
5. Children who are themselves, or whose families are, worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form.
6. Children who are themselves, or whose families are, worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form.
7. Children who are themselves, or whose families are, members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.

8. Any remaining places will be determined by the shortest straight line distance from the home address point to the school's gate in Watergate Street using the Local Authority's computerised system.

### **Tie-breaker**

In the event that two or more applicants have an equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

### **Notes**

Parents/Carers applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the school) and return this form direct to the school, signed by the appropriate faith leader.

### **Siblings**

"Siblings" refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parents/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **Children of staff**

"Children of staff" are defined as a member of staff who has been employed for two or more years at the time which the application 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**

Distance will be measured by the shortest straight line from the home address point (including flats) to the school's main gate using the Local Authority's computerised system. with those living closer to the school receiving the higher priority.

### **Waiting Lists:**

Waiting Lists will be held where in any year the school receives more applications for places than there are places available. It will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated

to children on the waiting list in accordance with the oversubscription criteria.

### **Appeals**

Parents/Carers who are not offered a place for their child have the right to appeal to an independent appeal panel. In the first instance please write a letter to the Chair of Governors, which will then be forwarded to the Appeals Department at Stoke on Trent City Council. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.

### **In-Year Admissions**

All applications for other than normal intake (September) should be made through an In-Year Transfer Form, which can be obtained from the school which you want to transfer to. This must be signed by the headteacher of the child's current school and returned to the new school you are requesting.

### **Additional Notes**

Pupils with an Education Health Care Plan are considered separately and before everyone else and must be accepted by the school named on their EHCP plan. They will count towards the school's admission number.

Deferred places – Children usually start school in the September following their fourth birthday. Parents of children who are offered a place at school before they are of compulsory school age are allowed to defer their child's entry until later in the school year. Parents may apply for a deferred place at a school offering them a place in the reception year at 4+ and they will be treated in the same way as all other applicants. On request, the place will be held but a parent cannot 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 it was made.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the school will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

**St. Mary's CE (A) Primary School  
SUPPLEMENTARY INFORMATION FORM  
Application for a place on faith grounds**

**Full Name of Child:**

**Date of Birth (dd/mm/yy):**

**Name and Address of Church/Place of Worship attended:**

Post Code:

**How long have you/the child worshipped here?**                      years                      months

**How many times per month (including weekday services) do you worship?**

x per months

**If you have moved within the last two years, give details of previous place of worship and length/frequency of attendance**

**Name of Minister/Faith Leader of your current place of worship and contact details**

**Declaration**

**I certify that these details are, to the best of my knowledge, correct.**

Signed (Parent/Guardian):

Date:

Signed Minister/Faith Leader:

Date:

**THIS FORM MUST BE RETURNED DIRECT TO THE SCHOOL AT THE ADDRESS SHOWN BELOW.**

**PLEASE RETURN to: The Headteacher, St. Mary's Primary School, Ladywell Road, Tunstall, Stoke-on-Trent, ST6 5DE**

## St Matthew's CE Academy

Lightwood Road, Rough Close,  
Stoke-on-Trent ST3 7NE  
Tel: 01782 394890  
www.stmatthews.stoke.sch.uk  
Executive Principal: Miss K Taylor

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is 15 January 2024.**

### Admission policy

St Matthew's CE Academy uses its own Admissions policy – see below:

St Matthew's Church of England (Aided) Academy welcomes children from all backgrounds, faiths and no faith. The Governors of the school are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school St. Matthew's has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We hope that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the rights of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

Schools have a Pupil Admission Number (PAN) for each year group, including the reception class. The PAN is expected to be

based upon the school's net capacity. Places will be offered up to but not exceeding the PAN. Regulations also require that reception and infant classes must have no more than 30 pupils to each teacher. The school PAN is 15.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

1. children in public care (looked after children) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who will have a sibling attending the school at the time of application and at the time of admission;
3. children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form.
4. children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form.
5. children with known special medical or social needs (non EHCP). Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist.
6. children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.

- Children who live nearest to the school as determined by a walking route measurement from the child's home address point to the main entrance of the school.

In the event that two or more applicants have equal right to a place under the above criteria, the Governing Body will apply subsequent criteria, in order of priority, to these applicants.

### Notes

Pupils with an Education and Health Care Plan are considered separately and before everyone else and must be accepted by the school named on their EHCP. They will count towards the school's admission number.

#### (i) Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

#### (ii) Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the School) and **return this form direct to the School, signed by the appropriate faith leader.**

#### (iii) Distance

Distance will be measured by a walking route from the child's home address point to the main entrance of the school., with those living closer to the school receiving the higher priority. The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week.

#### (iv) Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are available. The waiting list will operate until December 31st of each school year of admission. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. If additional children are added to the waiting list, the waiting list will be ranked in line with published oversubscription criteria. (This should then meet 2014 Admissions Code)

#### (v) Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the School and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

#### (vi) Multiple-birth applications

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocation after the twins/triplets/multiple births. If the parent(s) or guardian(s) accept the place(s) for one or more twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, for one term, if a space becomes available and the parent(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).

### **(vii) Late Applications**

Late applications will be considered alongside those received by the closing date only in the event of one of the following: 1. the family moved into the area after the deadline for the receipt of applications; 2. exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or 3. an error on the part of the school; or 4. the application is received before Own Admission Authority schools have ranked their application. Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

Withdrawal of places - once parents have been notified of an offer of a school place the academy will withdraw the offer only in exceptional circumstances, such as: 1. Failure to respond to the offer within the specified time following a reminder. 2. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.





**St Matthew's Church Of England Academy  
Clergy Reference Form**

**Surname of Child:**

**Date of Birth (dd/mm/yy):**

**Forename(s) of Child:**

Name of Parent/Guardian:

**Address:**

Post Code:

Home Telephone:

Mobile:

**Place(s) of worship should be obtained from more than one place of worship (if appropriate)**

Name and Address of Place of Worship:

Name of Vicar/Priest/Minister/Faith Leader or other (please specify):

Telephone contact number:

**Worship Attendance:**

How frequently do you attend worship?

Weekly

3 times/month

Fortnightly

Monthly

Other

(please tick)

**This section must be completed by Vicar/Priest/Minister/Faith Leader or Other (please specify)**

Please confirm the information on the reverse of this form and indicate the regularity of worship:

Signed:

Position Held:

## St Paul's CE (C) Primary

Byatts Grove, Longton,  
Stoke-on-Trent ST3 2RH  
Tel: 01782 235051  
www.stpaulsprimaryschool.org.uk  
Headteacher: Mrs Deborah Sadler

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2020

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## St Peter's Catholic Academy

Waterloo Road, Cobridge,  
Stoke-on-Trent ST6 3HL  
Tel: 01782 235040  
www.stpetersnewman.co.uk  
Headteacher: Mrs Rossanna Snee

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

St Peter's Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of

Directors of The Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Peter's Catholic Academy

The admissions process for St Peter's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Peter's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Peter's Catholic Academy on the application form. Applications need to be made by 15 January 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and

practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Committee acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Academy has set its admission number at 30 pupils to be admitted to the Reception class in the school year, which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Academy Committee will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [birminghamdiocese.org.uk/boundary-map](http://birminghamdiocese.org.uk/boundary-map) (external link) and will be applied to the admission arrangements for the academic year 2024/2025. The parish boundary map is attached and can also be found on the school website [stpetersnewman.co.uk](http://stpetersnewman.co.uk) (external link)

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St Joseph's Burslem, who have a brother or sister (see Note 3 below) attending St Peter's Catholic Academy at the time of admission.

3. Baptised Catholic children (see Note 2 below) living in the parish of St Joseph's Burslem
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Peter's Catholic Academy at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Peter's Catholic Academy at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a **Supplementary Information Form (SIF) which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely

to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Academy Committee) to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

### **Note 5**

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St. George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

(These are the listed schools of the Collegiate at the time of producing the policy and are the names of schools that will be considered for ranking purposes in the application of this policy)

### **Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical Information

System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Academy Committee, will randomly select the child to be offered the final place.

The Academy Committee will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Academy Committee that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Academy Committee for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Academy Committee will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Academy Committee agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2> (external link)

### **Applications from children currently attending St Peter's Catholic Academy's Nursery**

Attendance at St Peter's Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Peter's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Academy Committee in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the school should make that appeal request in writing to the Chair of the Academy Committee at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Academy Committee has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Academy Committee has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

## Waiting list

In addition to their right to appeal, children who have not been offered a place at St Peter's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

## In year fair access protocol

The Academy Committee of St Peter's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Academy Committee is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Academy Committee has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications other than the normal intake to reception class (In-year applications)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at Admissions – [St Peters Catholic Academy | Stoke-on-Trent | Staffordshire](https://stpetersnewman.co.uk) [stpetersnewman.co.uk](https://stpetersnewman.co.uk) (external link)

St Peter's Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Academy Committee. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [School admissions | Stoke-on-Trent stoke.gov.uk/admission](https://stoke.gov.uk/admission) (external link)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Appendix

### Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept

by the place of Baptism or Reception. Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of

Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.



## Catholic Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*

School attended by brother or sister:

Brother or sister's full name(s):

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Academy Committee to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Academy Committee to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Peter's Catholic Academy at Waterloo Road, Cobridge, Stoke-On-Trent, Staffordshire, ST6 3HL by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Peter's Catholic Academy at Waterloo Road, Cobridge, Stoke on Trent. ST6 3HL
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs R Snee and you can contact them with questions relating to our handling of the data. You can contact them by email [Stpeter@stpetersnewman.co.uk](mailto:Stpeter@stpetersnewman.co.uk) or telephone 01782 235040
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by accessing the school complaints policy on the school website [stpeter@stpetersnewman.co.uk](mailto:stpeter@stpetersnewman.co.uk) If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Academy Committee may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## St Teresa's Catholic Academy

Stone Road, Trent Vale,  
Stoke-on-Trent ST4 6SP  
Tel: 01782 235005  
www.st-teresas.stoke.sch.uk  
Headteacher: Mr Nathan Price

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission policy

St Teresa's Catholic Academy uses its own Admissions policy – see below:

This academy is part of the Christ the King Catholic Collegiate MAC. The admissions process is part of the Stoke-on-Trent LA co-ordinated scheme.

### Statement

St Teresa's Catholic Primary School is part of the Christ the King Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Christ the King Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Teresa's Catholic Primary School.

The admissions process for St Teresa's Catholic Primary School is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Teresa's Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Teresa's Catholic Primary School on the application form. Applications need to be made by 15 January 2024. **A Supplementary Information Form**

**(SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2023, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 45 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [birminghamdiocese.org.uk/boundary-map](http://birminghamdiocese.org.uk/boundary-map) (external link) and will be applied to the admission arrangements for the academic year 2024/2025.

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St Teresa of the Child Jesus who have a brother or sister (see Note 3 below) attending St Teresa's Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Teresa of the Child Jesus.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Teresa's Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Teresa's Catholic Primary School at the time of admission.
8. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criterion.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order and includes those children who appear to the Local Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception

certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

Distances are calculated on the basis of a straight-line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Local Governing Body, will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from

multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

#### **School Entry**

Parents must, by law, ensure that their child is receiving suitable full-time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible,

that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e., a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-

ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e., Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2> (external link)

### **Applications from children currently attending St Teresa's Catholic Primary School's Nursery**

Attendance at St Teresa's Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Teresa's Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should

make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise, late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

### **Waiting lists**

In addition to their right to appeal, children who have not been offered a place at St Teresa's Catholic Primary School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

### **In year fair access protocol**

The Local Governing Body of St Teresa's Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year applications)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [st-teresas.stoke.sch.uk/admissions](https://st-teresas.stoke.sch.uk/admissions) ([external link](#))

St Teresa's Catholic Primary School is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [stoke.gov.uk/school admissions](http://stoke.gov.uk/school_admissions) ([external link](#))

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Appendix

### Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.



## Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above-named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Local Governing Body to give the correct priority to an application. Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Local Governing Body to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Teresa's Catholic Primary School at Stone Road, Trent Vale, Stoke-on-Trent, ST4 6SP by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Teresa's Catholic Primary School at Stone Road, Trent Vale, Stoke-on-Trent, ST4 6SP
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mr Price and you can contact him with questions relating to our handling of the data. You can contact him by telephoning the school office on 01782 307550.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1) (e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the school's complaint's procedure as outlined on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Local Governing Body may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## St Thomas Aquinas Catholic Academy

North Street,  
Stoke-on-Trent ST4 7DG  
Tel: 01782 307530  
www.st-thomasaquinas.stoke.sch.uk  
Head Teacher : Mrs Shenade Moorhouse

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

St Thomas Aquinas Catholic Academy uses its own Admissions policy – see below:

St Thomas Aquinas Catholic Primary School is part of the Christ the King Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Christ the King Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Thomas Aquinas Catholic Primary School

The admissions process for St Thomas Aquinas Catholic Primary School is part of the Birmingham Local Authority co-ordinated admissions scheme. To apply for a place at St Thomas Aquinas Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Thomas Aquinas Catholic Primary School on the application form. Applications need to be made by 15 January 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places

will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [birminghamdiocese.org.uk/boundary-map](http://birminghamdiocese.org.uk/boundary-map) (external link) and will be applied to the admission arrangements for the academic year 2024/2025.

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of the Angels and St Peter in Chains, who have a brother or sister (see Note 4 below) attending St Thomas Aquinas Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of the Angels and St Peter in Chains.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Thomas Aquinas Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Thomas Aquinas Catholic Primary School at the time of admission.
8. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required.

For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a **Supplementary Information Form (SIF) which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes

those children who appear to the Local Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

Distances are calculated on the basis of a straight-line measurement from the child's home address to the front gate (gate 1) of the school. The home address point is used to determine the parish in which the property lies. The Local Authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Local Governing Body, will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or

carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

#### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate

in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2> (external link)

### **Applications from children currently attending St Thomas Aquinas Catholic Primary School's Nursery**

Attendance at St Thomas Aquinas Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Thomas Aquinas Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

### Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise, late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### Waiting lists

In addition to their right to appeal, children who have not been offered a place at St Thomas Aquinas Catholic Primary School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the

waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

### In year fair access protocol

The Local Governing Body of St Thomas Aquinas Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Academy Committee is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Academy Committee has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### Applications other than the normal intake to reception class (in-year applications)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [st-thomasaquinas.stoke.sch.uk](https://st-thomasaquinas.stoke.sch.uk) ([external link](#))

St Thomas Aquinas Catholic Primary School is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school

will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [stoke.gov.uk/primary\\_school\\_admissions](https://stoke.gov.uk/primary_school_admissions) ([external link](#))

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Appendix

### Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.



## Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:

Child's First Name(s):

Address :

Post code:

Contact Number:

Child's current school:

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Local Governing Body to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. The Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Local Governing Body to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Thomas Aquinas Catholic Primary School at North Street, Stoke-on-Trent, ST4 7DG by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Thomas Aquinas Catholic Primary School at North Street, Stoke-on-Trent, ST4 7DG.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs S Moorhouse and you can contact her with questions relating to the handling of data. You can contact her by telephoning the school office on 01782 307530
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the school's complaint procedures outlined on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Local Governing Body may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## St Wilfrid's Catholic Academy

Queen's Avenue, Tunstall,  
Stoke-on-Trent ST6 6EE  
Tel: 01782 235676  
www.st-wilfrid.stoke.sch.uk  
Executive Principal - Mrs. R. Snee  
Head of School - Mr. N. Glover

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

St Wilfrid's Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of The Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Wilfrid's Catholic Academy

The admissions process for St Wilfrid's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Wilfrid's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Wilfrid's Catholic Academy on the application form. Applications need to be made by 15 January 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school** by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Committee acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Academy has set its admission number at 45 pupils to be admitted to the Reception class in the school year, which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Academy Committee will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are detailed on our school website at [stwilfridsnewman.co.uk/admissions](http://stwilfridsnewman.co.uk/admissions) (external link)

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Sacred Heart, Tunstall who have a brother or sister (see Note 4 below) attending St Wilfrid's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Sacred Heart Tunstall
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Wilfrid's Catholic Academy at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Wilfrid's Catholic Academy at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see

the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Academy Committee) to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

**Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

**Note 5**

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St. George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

(These are the listed schools of the Collegiate at the time of producing the policy and are the names of schools that will be considered for ranking purposes in the application of this policy)

**Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example,

blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Academy Committee, will randomly select the child to be offered the final place.

The Academy Committee will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Academy Committee that the child lives at the address put forward by the parents.

If a place in the school 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 liable to be withdrawn.

**School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Academy Committee for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Academy Committee will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided

by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Committee and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Academy Committee agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2> (external link)

### **Applications from children currently attending St Wilfrid's Catholic Academy Nursery**

Attendance at St Wilfrid's Catholic Academy Nursery does not automatically guarantee that a place will be offered in the Reception class of St Wilfrid's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Academy Committee in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

## Appeals

Parents who wish to appeal against the decision of the Academy Committee to refuse their child a place in the school should make that appeal request in writing to the Chair of the Academy Committee at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Academy Committee has offered a place in the normal age group instead.

## Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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 Academy Committee has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

## Waiting list

In addition to their right to appeal, children who have not been offered a place at St

Wilfrid's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

## In year fair access protocol

The Academy Committee of St Wilfrid's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Academy Committee is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Academy Committee has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications other than the normal intake to reception class (in-year applications)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the school office on 01782 235676 or [office@stwilfridsnewman.co.uk](mailto:office@stwilfridsnewman.co.uk) and all

families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

St Wilfrid's Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Academy Committee. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [Insert the link to the local authority's application page]

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Appendix

### Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the

Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception. Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.



## Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*

School attended by brother or sister:

Brother or sister's full name(s):

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Academy Committee to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

\*\*Please state the school that the child's brother or sister attends with the name(s) of any brothers or sisters.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Academy Committee to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St. Wilfrid's Catholic Academy at Queen's Avenue, Tunstall, Stoke-on-Trent, ST6 6EE by 15 January 2024.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Wilfrid's Catholic Academy at Queen's Avenue, Tunstall, Stoke on Trent. ST6 6EE
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs R Snee and you can contact them with questions relating to our handling of the data. You can contact her by email [office@stwilfridsnewman.co.uk](mailto:office@stwilfridsnewman.co.uk) or telephone 01782 235676
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by accessing the school complaints policy on the school website [office@stwilfridsnewman.co.uk](mailto:office@stwilfridsnewman.co.uk) If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Academy Committee may withdraw any offer of a place even if the child has already started school.**

Signed

Date

Print Name

## STAR Academy

Burnaby Road, Sandyford,  
Stoke-on-Trent ST6 5PT  
Tel: 01782 235055  
www.staracademy.atrust.org.uk  
Principal: Mrs Sara Bloor

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission Policy

STAR Academy uses its own multi-academy admissions policy – see below:

#### 1 Legal framework and guiding principles

1.1 Academy Transformation Trust is a multi-academy trust consisting of academies in the East and West Midlands and in the East of England. The Directors of our Trust are the admissions authority for all our academies, and they apply all aspects of the regulations and procedures detailed in this policy fairly and equally to all those who wish to attend one of our academies.

1.2 This policy has due regard to the following legislation and any regulations there under:

- The School Admissions Code (2021)
- The School Admission Appeals Code (2022)
- The Equality Act (2010)
- The Human Rights Act (1998)
- The School Standards Framework Act (1998)

Further information on the regulations related to academy admissions can be found here. [gov.uk/guidance/academy-admissions](http://gov.uk/guidance/academy-admissions).

1.3 All children with an Education, Health and Care Plan (EHCP) that specifies the academy as the placement school will be

automatically admitted. Information on each academy's local SEN offer can be found on that academy's website.

1.4 Where fewer applications are received than the number of places available for a relevant age group (i.e., the normal age that pupils are admitted to the academy), all applicants will be offered a place.

1.5 Where there are more applications than places for a relevant age group, the oversubscription criteria detailed at 5.1 will be used to determine which children are offered a place.

1.6 The Local Governing Board (LGB) for each academy has responsibility, on behalf of ATT's Directors, for monitoring the application of this policy to ensure fairness and consistency across our Trust.

1.7 For the purposes of this policy, working days are defined as days when the relevant academy is open to pupils.

#### 2 How to apply for a place in one of our academies

2.1 If you are applying for a place during the normal admissions round, you should use the Common Application Form (CAF) provided by the local authority for the area in which you live (known as your home local authority).

2.2 The normal admissions round refers to applications to start at the academy in the appropriate age group and when other children are normally admitted. Please see Section 3 for details regarding in-year admissions and Section 11 for how we deal with other specific circumstances.

2.3 Not all local authorities refer to the application form as a CAF and many now provide the option to apply online. You should check the application process for your home local authority by visiting their website. Ensure that you submit your application either in writing or online, but not by both methods. For the purposes of this policy, this type of application process will be referred to as CAF submission.

2.4 The deadline for applications during the normal admissions round, to take up a place in September 2023, is:

- **31 October 2023** for admissions into Year 7 and Year 12
- **15 January 2024** for admissions into Reception and Year 3.

2.5 Applications received after the deadline will be treated as late applications and considered in accordance with the relevant home local authority's co-ordinated scheme. Details of this will also be available on your home local authority's website.

2.6 Applications submitted later than the start of the academic year (after 1 September 2024) must be submitted as an in-year admission (see Section 3).

2.7 For admission into any year groups other than those mentioned at 2.4, or after the deadline, see Section 3 below.

### 3 In-Year Admissions

3.1 In-year admissions occur when an application for admission is made outside the normal admissions round. Since 1 September 2021, all in-year admissions are conducted by individual ATT academies.

3.2 For all our academies, initial applications for in-year admissions should be made directly to the academy. Applications will be considered by a panel of 3 members which consists of a senior member of staff in charge of admissions in the academy together with 2 others from amongst:

- The Local Governing Board
- Trust Leaders
- External admissions consultants.

3.3 Appropriate SEN expertise will be sought on the panel in the case of applications from pupils with an EHCP

3.4 The details of the in-year application process are available in the In-Year Admissions Application Form available at Appendix 3, or by contacting the academy directly. Academy postal addresses can be found at Appendix 1.

3.5 In the case of all in-year admissions, applications that have been made directly to an academy for year groups other than the usual points of entry will be put to the academy's admissions authority panel to determine if places are available, or whether admissions would cause prejudice to the provision of an efficient education.

3.6 Each academy admissions panel will issue a decision on an individual admission within fifteen working days following receipt of an application.

### 4 How many pupils will be admitted?

4.1 Each academy has set the number of pupils that will be admitted during the 'normal admissions round', this number is the Published Admissions Number (PAN).

4.2 If the number of applications received for an academy exceeds the PAN then the oversubscription criteria will be used to determine which pupils are allocated a place.

4.3 The PAN for this academy is 30

### 5 Oversubscription Criteria

5.1 If there are more applications for places than there are places available, we will give preference to children according to the following criteria, in this order of priority:

- i. Looked after children and all previously looked after children. Looked after children are children who are either in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 of the Children Act (1989), at the time an application for a place is made.
- ii. All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- iii. Siblings of current pupils, who, for the purposes of this policy, are defined as

children living permanently at the same address as a child already attending the academy and either have one or both parents in common, are related by a parent's marriage or civil partnership, are adopted or fostered by a common parent, or are related children who live at the same address whose parents live as partners. These conditions must be met at the time of their admission (including for children in the sixth form).

- iv. Children of permanent teaching and support staff of an ATT academy who have been employed at the academy where the application for admission is made for 2 years or more at the time of application, or a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage at the same academy.
- v. Children who attend an ATT Primary Academy at the time of application to join Year 7 in an ATT Secondary Academy, who are in the same geographical catchment area within the same local authority. This clause currently applies to these academies
- vi. In the case of the Queen Elizabeth Academy (Atherstone), other children by catchment area (as defined by Warwickshire County Council) and then by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address (employing the measuring system used by the local authority). Distances are measured as the crow flies (a straight-line distance) from the child's property address point to the academy's property address point on the site where the child will predominantly be based.
- vii. In the case of all other academies, other children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address (employing the measuring system used by the local authority in which the academy is situated). Distances are measured as the crow flies (a straight-line distance) from the child's property address point to the academy's main reception area.

5.2 There are two situations which override the use of the oversubscription criteria detailed at 5.1:

- Children who have an EHCP which names a specific school must by law be offered a place at that school (see 11.5).
- In the case of applications to post-16 provision, academic entry requirements may also be considered (see 11.4).

5.3 Information regarding children of Crown servants and UK service personnel - please see Appendix 4

## 6 Application of the Oversubscription Criteria

6.1 The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy's records.

6.2 The address given on the application form will be used to assess the straight-line distance between the child's property address point and the academy's property address point for the site where they will predominantly be based, employing the measuring system used by the local authority in which the academy is situated.

6.3 Where a child lives with parents that have shared responsibility for the child, the address of the child is the home at which the child resides for the majority of the school week.

6.4 When considering applications from children of UK service personnel, the unit postal address or quartering area address will be used, provided that the application is accompanied by an Assignment Order that declares a relocation date and the address.

6.5 We will accept changes to the address up to the point of allocation (CAF submission) deadline.

6.6 If, following the application of the oversubscription criteria, two or more applicants are judged to have equal priority for the final place at an academy, random

allocation will be used to determine who receives the place. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

6.7 An exception to 6.6 is where the applicants judged to be of equal priority live at the same address. In this case, the academy will admit them all.

## **7 When do I find out if my child has been offered a place?**

7.1 If you have applied using the CAF, and your application was submitted by the deadline, you will receive notification from your local authority advising you of the school your child has been allocated. Notifications will be issued on:

- 1 March 2024 for Year 7 and Year 12
- 16 April 2024 for Reception and Year 3.

7.2 For late applications made using the CAF, you will receive a notification from the local authority advising you of the school your child has been allocated on the date specified by the local authority's policy on late applications.

7.3 Representatives of the academy or our Trust are unable to comment on any application prior to the above dates.

7.4 Once a place has been allocated at the academy, the academy's Principal will contact you to provide further details of the induction process.

## **8 What happens if I have not been allocated a place?**

8.1 If your child has not been allocated a place at one of our academies, their name will be added to our waiting list. If a place at the academy becomes available children will be admitted from the waiting list (see Section 9).

8.2 You also have the right to appeal the decision (see Section 10).

## **9 Waiting Lists**

9.1 The academy will maintain a waiting list for each year group. This includes our academies with a nursery provision. Children are only added to the waiting list following an unsuccessful formal application to join the academy.

9.2 The waiting list for the normal admissions year group (relevant age group) will be cleared by the end of the first week of the spring term each year (or in the case of our academies in Suffolk, by 31 December). The waiting list for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list after these dates, you will need to reapply for a place at the academy.

9.3 Children are inserted into the waiting list in order of the oversubscription criteria detailed at 5.1.

9.4 Children allocated a place at the academy in accordance with the Fair Access Protocol (see 9.5) will take priority over children on the waiting list.

9.5 The Fair Access Protocol is an agreement that allows hard to place children, for example, those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are allocated places across all the academies within a local area. We are committed to participating in the Fair Access Protocol.

## **10 Appeals against admissions decisions**

10.1 If you wish to appeal against our decision not to admit your child(ren) to one of our academies, you should complete the form at Appendix 2 and submit it to the address specified.

10.2 For applications made during the normal admissions round, the deadline for submitting an appeal is 20 school days after the National Offer Days, which in 2024 are:

- 16 April 2024 for applications to join Year 7 or Year 12
- 20 May 2024 for applications to join Reception or Year 3.

10.3 Appeals will be heard within 40 days of the deadline for submitting appeals. Any late applications will be heard within this timeframe if possible, or else within 30 days of the appeal being lodged.

10.4 Once you have submitted your appeal form, we will acknowledge receipt of the form within five working days. We will then forward the appeal form to our admissions consultant who will organise for an appeal hearing to be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code (2022). There may be occasions when this is not possible, and in this case the Local Authority will be contacted to arrange an appeal.

10.5 The appeals hearing will take place prior to the end of the academic year for applications submitted during the normal admissions round. For in-year admissions, the hearing will take place within thirty working days of our receipt of the appeal.

10.6 You will receive at least ten working days' notice of the appeals hearing date and additional information will be provided at this time.

10.7 If you miss the deadline for lodging an appeal, we will try, where possible, to hear your appeal within the same timeframe as if it had been on time. However, if this is not possible, it will be heard at a later date.

10.8 There is no right of appeal for admissions to our nursery provision.

## **11 Exceptions and Specific Circumstances**

11.1 We will arrange for all children allocated a place at the academy to be admitted in September full-time. You can request that the date your child is admitted to the academy be deferred until later in the academic year or that your child attend the academy part time until they reach compulsory school age. Your child must attend the academy in the final term of the academic year for which the original application was accepted.

11.2 Applications for Year 3- If your child is due to finish infant school and you would like them to attend a school where Year 3 is not the lowest year group in the academy, you should list the primary academy on your CAF and the application will be assessed as if you had made an in-year application (see Section 3 for further detail).

11.3 Applications for Year 12- Applications for Year 12 can be made using the CAF, although you may also apply directly to the academy by contacting the relevant Head of Sixth Form, who will provide details on how to apply.

11.4 Entry to one of our sixth forms is dependent on meeting the academic requirements for your chosen courses, details of which can be obtained from the relevant academy. In a case where there are more applicants than places, the oversubscription criteria detailed at 5.1 will only be applied to those applicants who meet the academic requirements.

11.5 Statements of Special Educational Needs and EHCPs- All children whose Statement of Special Educational Needs or EHCP names the academy will be admitted. These children will be admitted irrespective of the number of pupils in the academy and before the oversubscription criteria are applied.

11.6 Applications for Admission Outside a Child's Normal Age Group- It is expected that children will normally be educated within their chronological year group. However, parents or carers can make a request to the academy in writing for a place outside their normal age group. This will need to include, where relevant, any supporting evidence. We will make decisions based on the circumstances of each case and in the best interests of the child concerned, in line with the School Admissions Code. This will take into account the views of the Principal. We will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the academy will be provided.

## Stoke Minster CE Primary Academy

Boothen Old Road,  
Stoke-on-Trent ST4 4EE  
Tel: 01782 234800  
[www.stokeminster.stoke.sch.uk](http://www.stokeminster.stoke.sch.uk)  
Principal: Mrs J. Craig

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

### The closing date for Reception applications is 15 January 2024.

Stoke Minster CE Primary Academy welcomes children from all backgrounds, faiths and those of no faith and are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the Academy is not dependent on being a member of a particular faith community.

As well as being an inclusive academy, as a Church of England school we have a distinctive ethos and character that reflects the teaching of the Bible and Christian values. All parents applying for a place at our Church of England Academy are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend our Church of England Academy will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through our commitment to inclusivity, families from other faiths and no faith are warmly welcomed.

### Admissions Policy

Parents wishing to apply for a place at Stoke Minster CE Primary Academy can apply online at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions) ([external link](#)) or complete the Admission Application Form, which is available from the academy. This should then be returned directly to the academy or to the Local Authority by the published closing date.

The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the statement/EHCP. This is a statutory entitlement under S.324 of the Education Act 1996.

The maximum number of children we can accept into Nursery each year is 39 and Reception each year is 60. If there are more applicants than places available, the Governors, who are the admissions authority for the Academy, will operate the following oversubscription criteria:

- a) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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.
- b) Children who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date.

Siblings are considered to be those children who live at the same address and either:

- Have one or both natural parents in common  
OR
- Are related by a parent's marriage or related by parents living as partners at this address  
OR
- Are adopted or fostered by a common parent  
OR
- Children not adopted, fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

We do not include cousins within our definition of siblings.



If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

- c) Children who are baptised members of a Christian Church which is in communion with the Church of England. A copy of the baptismal certificate must be provided at the point of application.
- d) Other students arranged in order of priority according to how near their home address point is to the Academy. Distance is measured by straight line measurement from the front door of the house to the main gate of the school on Boothen Old Road as measured by the Local Authority geographical information system.

All applications will be ranked against the oversubscription criteria.

### Appeals

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director's Office, City of Stoke-on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH. The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days.

### In Year Admissions

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy and the allocation of places will be made in line with the above oversubscription criteria.

### Waiting List

The Academy will maintain a Waiting List until the end of each academic year. Applications for inclusion on this Waiting List must be made directly to the Academy and these will be ranked according to our over-subscription criteria.

## Summerbank Primary Academy

Summerbank Road, Tunstall,  
Stoke-on-Trent ST6 5HA  
Tel: 01782 233611  
www.summerbank.co.uk  
Head Teacher: Clare Pearson

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

**Any reference to the 'home address' in these Arrangements refers to the 'home address point' – i.e. the specific point within the boundary of the property the 'home address' is measured to.**

### Admission criteria

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 / academy that they wish their child to attend, there is no guarantee of a place being offered at their preferred school / academy.

It is the Trust's policy to try and meet parent's wishes where possible, however in some cases there may be more applications for a particular school / academy than there are places available. Admission to oversubscribed schools / academies are determined by the oversubscription criteria detailed below.

### Oversubscription Criteria

If the total number of preferences for admission to a school / academy exceeds the school's / academy's Published Admission Number (PAN), the following order of priority is used to allocate the available places.

(N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school / academy then they will be offered a place at the school / academy ranked highest on their application.)

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application) from either a consultant or qualified social worker. This report must clearly specify, for health reasons only, why it is better for the child's health to attend the preferred school / academy rather than any other school / academy.

Exceptional circumstances must relate to the choice of school / academy and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. a qualified social worker. This report must clearly specify why it is desirable for the child to attend the preferred school / academy rather than any other school / academy.

and

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school / 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 / academy. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3. Children who have an elder sibling in attendance at the preferred school / academy (or in the case of an infants school / academy, the affiliated Junior school / academy) and who will still be attending the school / academy at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same home 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 home address, whose parents live as partners.)
4. Children of staff in either of both of the following circumstances:
  - a) where the member of staff has been employed at the school / academy for two or more years at the time at which the application for admission to the school / academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.'
5. Children living within the catchment area of the preferred school / academy.
6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school / academy, determined by a straight- line measurement as calculated by the relevant Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust and / or relevant Local Authority 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 / academy, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

## Additional Notes

Copies of cluster and catchment area maps are available from the relevant Local Authority or individual schools / academies.

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

Applications for nursery settings are processed centrally by the relevant LA's School Admissions Service.

Attendance at a particular nursery setting will not guarantee admission to any particular Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. 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 Trust and / or the relevant Local Authority will not seek to obtain this information on behalf of the applicant.

The Trust 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 / academy. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Home Address Point data.

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 friend's or relative's home address will not be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Trust and / or relevant Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Trust and / or relevant Local Authority will only accept the revised home address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2018. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes on the offer date.

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

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 (e.g. tenancy agreement / utility bill / mortgage documents) to support the home address they wish to be considered for allocation purposes (Please note that bank statements are not acceptable for this purpose).

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Trust and / or relevant local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

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 or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

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. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this 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.

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

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.

There is no statutory right of appeal for admission to a maintained nursery setting. Any disputes over the administration of the policy will be dealt with by the Trust's and / or relevant Local Authority's complaints procedure.

### **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 / academy 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 / academy, parents should visit their preferred school(s) / academies to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school / academy.

### **Admission Outside of the Normal Age Group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

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 Trust who will take into account the circumstances of the case and views of the head teacher of the school / academy concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

### **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. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2 and parents will be written to each year to ask whether or not they wish their child's details to remain on the list. For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

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

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.

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

### **Late Applications**

Preferences 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 preferences will be considered only after those that were made before this point.

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

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school / academy for the same academic year unless, in exceptional circumstances, the Trust 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 still refused admission.

### **"In-Year Transfer" Arrangements**

Parents or carers seeking to transfer to a School / Academy may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school / academy 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.

### **Proposed Published Admission Numbers**

A school's / academy's Published Admission Number (PAN) reflects the number of children to be admitted at the normal age of entry and should only be exceeded in exceptional circumstances and with prior agreement from the Trust.

Summerbank Primary Academy (Stoke on Trent) **60**

### **Sutherland Primary Academy**

Beaconsfield Drive, Blurton,  
Stoke-on-Trent ST3 3DY  
Tel: 01782 594133  
[www.sutherlandprimary.co.uk](http://www.sutherlandprimary.co.uk)  
Head of Academy: Mrs C Boast

The School admits students between the ages of 3-11

### **How to apply for Nursery or Reception place for September 2024**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

The Academy's Admissions Arrangements are reviewed annually in accordance with statutory requirements and guidance. In light of the review these arrangements may subsequently change.

The Academy will give parents a copy of the current Admissions Policy at the time of registering an interest in a place at Sutherland Primary Academy. It is the responsibility of prospective or interested parents to request updated copies of the admissions policy. The Academy's Admissions Policy is displayed in the school entrance/main reception area and on its web site.

Sutherland is a Primary Academy. The Trustees' Board is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the Academy's year commencing September 2024, the Trustees' Board has agreed that the Published Admission Number (PAN) for pupils is 75 places for pupils of appropriate age

- Classes in Foundation Stage 2 (Reception) will be no more than 30 pupils, taking into account the government's Class Size Pledge (unless Sutherland is directed to exceed the Class Size Pledge by the Local Authority)
  - Classes in Key Stage 1 (Years 1 + 2) may not exceed 30 children per class because of the Class Size Pledge (Y1/Y2) (unless Sutherland is directed to exceed the Class Size Pledge by the Local Authority)
- Admissions to the school will be made by the Trustees' Board

All children whose Education, Health and Care Plan (EHCP) names the school, that is Sutherland Primary Academy, must be admitted. These children are placed first and thus fewer places may be available for other children.

All preferences listed on the Local Authority Preference Form will be considered on an equal basis. Where there are more applications for admissions than the school has places available, the following over-subscription criteria will be used:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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. Those children who live in Sutherland Primary Academy's catchment area who will have a sibling attending the school at the time of the applicant's proposed admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
  - have one or both natural parents in common, or
  - are related by a parent's marriage or related by parents living as partners at this address, or
  - are adopted or fostered by a common parent. We do not include cousins in our definition of sibling.
3. Those children who live in the catchment area of Sutherland Primary Academy.
4. Children who live outside Sutherland Primary Academy's catchment area who will have a sibling attending the school at the time of the applicant's proposed admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
  - have one or both natural parents in common, or
  - are related by a parent's marriage or related by parents living as partners at this address, or
  - are adopted or fostered by a common parent. We do not include cousins in our definition of sibling
5. Children of staff working permanently at Sutherland Primary Academy at the time of application.
6. Children who live nearest to Sutherland Primary Academy, as determined by a straight line from the child's home address point to the main entrance of the school as calculated by the Local Authority's Geographical Information System.

**Please note that all criteria apply at the point of application closing dates**

The criteria used to determine admission refer in every case to the child's home address. This means the address where the child normally lives on a full-time basis, not the address of any child-minder or relative. In the case of parents who are separated and where childcare arrangements are shared between two addresses we use, as a tie breaker, the parent who claims the child benefit.

We assume that applicants will always give Sutherland Primary Academy the correct factual information when applying for a school place. Applicants should be aware that any school place that has been offered on the basis of false information may be withdrawn. Where an offer is withdrawn on the basis of misleading information, the application must be considered again and the Right of Appeal can be offered. Applicants will be asked to provide evidence of their correct postal address, e.g. child benefit statement in addition to their Birth Certificate.

The Trustees' Board will accept as evidence of removal into the area proof of exchange of contracts relating to the purchase of a property within the catchment area or a copy of a signed rental agreement (minimum 6 months). The Trustees' Board retains the right to check on occupancy arrangements and their decision on such matters is final. What we mean by sibling - a child who is living at the same address as their parent(s)/ legal carer(s), as part of a family unit. For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order. Cases of siblings, within the same year group (who are not twins) requiring places in the same academic year group and Sutherland Primary Academy having one place available, will be considered on an individual basis

### **Unsuccessful applicants have a statutory right of appeal to an Independent Appeal Panel.**

Sutherland Primary Academy does not consider repeat applications within the same academic year unless there have been significant and/or material changes in the circumstances of the parent, child or school relevant to the application (see DfE School Admission Appeals Code of Practice).

### **Waiting Lists**

Under the co-ordinated scheme, the Academy and Local Authority will maintain a waiting list until the end of December. The Academy will continue to maintain a waiting list for subsequent terms, for all year groups, including In-Year applications, until the end of each academic year, when the list will be discarded.

### **Nursery Admissions**

All children aged 3 and 4 years are entitled to receive 15 hours of early education for 38 weeks each year, term time only. Sutherland Primary Academy will fund a further 15 hours per week, making it possible for children attending Sutherland Nursery to have a full time place. Sutherland's policy of providing an additional free 15 hours per week of

Nursery education, will be subject to annual review by our Board of Trustees and will be conditional upon parents and carers making an application for the Government's 'Free Early Education Grant'. To this end, we will support all parents and carers through the grant application process on request. It is important that a separate application is made for every child for admission into Foundation Stage 2 (Reception) class. Attendance at the Foundation Stage 1 (Nursery) class is no guarantee that a place will be available in Foundation Stage 2 (Reception).

There is no Right of Appeal for Nursery Applications

### **Annexe 1 Catchment area**

The catchment area of Sutherland Primary Academy includes: The Beaconsfield Estate, The Seddon's Estate, Drubbery Lane/ Maythorne areas as far as Trentham Road. A map is available on our website/from the academy.

## The Crescent Academy

Pinewood Crescent, Meir,  
Stoke-on-Trent ST3 6HZ  
Tel: 01782 318145  
www.thecrescentacademy.com  
Head Teacher: Mr Adam Clewes

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Statement of intent

At The Crescent Academy we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

## 1. Nursery Provision

1.1. Children aged three years by the 31 August are able to attend a nursery class or school in September. Attendance at Nursery whilst not a requirement at this age is strongly advocated by this school due to the significant benefits the children experience. Rising 3's

Children aged three years born between the 1st September – 31st December will be able to apply for the January intake. An application form can be obtained from the school office. The admission number of The Crescent Academy's Nursery is 78 children. The Crescent Academy offers a 30-hour Nursery provision.

Nursery education is non-statutory and is entirely separate from reception class admissions. Admission to the nursery DOES NOT guarantee a place in our school's reception class.

## 1.2. Oversubscription Criteria

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

1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. 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.
3. Other children living within the catchment area of the school.
4. 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.
5. Children who live nearest to the school as determined by a straight- line measurement from the front door of the child's home address to the main entrance of the school.

1.3. Once the year group admission number is reached, a waiting list, based on these criteria, will be held until the end of September of that academic year.

1.4. Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.

1.5. 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.

## 2. Primary Provision The admissions process

Parents apply to their LA for places at their preferred schools, this can be done online.



They may express a preference for up to 3 schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.

All preferences are collated and parents then receive an offer from the LA at the highest preference school available.

### 3. Oversubscription Criteria

3.1. Where there are more applications for The Crescent Academy than there are places available, the Council will use the following priorities, in order, to allocate places:

1. Children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission.
3. Other children living within the catchment area of the school.
4. Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission.
5. Children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.

3.5. If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern

the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.

3.6. The Council also has to comply with the "Infant Class Size" regulations, which state that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.

3.7. For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

3.8. Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. In this circumstance the Council will admit above the admission number (AN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

3.9. Deferred places - Children have to start school in the September following their fourth birthday. Parents of children who are offered a place at school before they are of compulsory school age are allowed to defer their child's entry until later in the school year. Parents may apply for a deferred place at a school offering them a place in Reception year at 4+ and they will be treated in the same way as all other applicants. On request, the place will be held but a parent cannot 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.

3.10. Part-time provision - parents can request that their child takes up the place part-time until the child reaches compulsory school age.

3.11. Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

#### 4. In-year Admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

Where applications for places are made outside the normal admissions round, these should be made directly to the school. The City Council will make appropriate arrangements with schools for data sharing and pupil tracking. In-year transfer application forms can be obtained from the school office.

#### 5. Waiting List

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The LA will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place within 28 days.

#### 6. Admission appeals

Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to their decision. Details for appeal are available from the school or the LA's website, including the date by which an appeal must be submitted.



## The Meadows Primary Academy

Poplar Drive, Blurton,  
Stoke-on-Trent ST3 3AZ  
Tel: 01782 235025  
www.themeadowsprimaryacademy.org.uk  
Headteacher: Mrs Helen Cunliffe

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## The Willows Primary

Greatbatch Avenue, Penkhull,  
Stoke-on-Trent ST4 7JU  
Tel: 01782 233280  
www.willowsprimary.com  
Headteacher: Mrs Sarah Thursfield

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Waterside Primary

Eastwood Road,  
Stoke-on-Trent ST1 3JS  
Tel: 01782 234630  
www.waterside.stoke.sch.uk  
Executive Headteacher: Mrs Rachel King

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Whitfield Valley Primary Academy

Oxford Road, Fegg Hayes,  
Stoke-on-Trent ST6 6TD  
Tel: 01782 234570  
www.whitfieldv.org.uk  
Headteacher: Miss Suzanne Rawlings

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2024.**

**The closing date for Reception applications is 15 January 2024.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

# Junior schools in Stoke-on-Trent

Please note that a separate application must be made for any transfer from Infant to Junior school. Applications for transition from Infant Schools to their linked Junior School requires only a single preference.

## Alexandra Junior School

Meir Road, Normacot,  
Stoke-on-Trent ST3 7JG  
Tel: 01782 235377  
W: <https://alexandrajunior.co.uk>  
Headteacher: Dr Ralf Muller

The School admits students between the ages of 7-11

### How to apply for a junior school place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for junior applications is 15 January 2023.**

### Policy

This policy has been adopted on behalf of all academy schools in The New Guild Trust: Moorpark Junior School, Jackfield Infant School, Alexandra Junior School and Alexandra Infants' School

#### 1. Nursery Provision

1.1 Children aged three years by 31 August are able to attend nursery provision in our Infant schools in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

#### 1.2 Oversubscription Criteria

Where there are more applications for our Nursery settings than there are places the following priorities will be used in order to allocate places:

1. Children in the Care of the Local Authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or Special Guardianship Order).

2. Children living within the catchment who have an elder brother or sister at the schools who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment.
4. Children living outside the catchment who have an elder brother or sister at the schools who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
5. Children who live nearest to the schools as determined by a straight line measurement from the child's home address point to the main entrance of the schools.

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

1.4 Attendance at a particular Nursery setting will not guarantee admission to a Reception class at the same school.

1.5 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.

#### 2. Primary Provision

2.1 Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at one of our schools, that child is entitled to a full time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time

until later in the school year but not beyond the point at which they reach compulsory school age.

2.2 All applications for admission to the New Guild Trust academy schools at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill out a common application form. This can be done on-line at [stoke.gov.uk/primary school admissions](https://stoke.gov.uk/primary-school-admissions) (external link).

2.3 Schools have a Pupil Admission Number (PAN) for each year group, including the Reception class. The PAN is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the PAN. Regulations also require that Reception and Infant classes must have no more than 30 pupils to each teacher.

2.4 Parents are asked to name three schools, in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their published admissions criteria. They cannot take account of where the school is placed in the order of preferences.



## 2.5 Oversubscription Criteria

Where there are more applications for an academy, community or voluntary controlled primary school than there are places available, the Council will use the following priorities, in order, to allocate places:

1. Children cared for by a Local Authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order).
2. Children living in the catchment area of the schools who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment area of the schools.
4. Children living outside the catchment area of the schools who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
5. 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.

2.6 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by a straight line. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.

2.7 The Council also has to comply with the Infant Class Sizes Regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until

the end of December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.

2.8 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

2.9 Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Council will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

2.10 Admission outside normal age-group – parents may request that places be made available outside the normal age group (e.g. if a child is summer-born, gifted and talented, or has experienced problems such as ill-health, etc.). A decision will be taken by the admission authority on the basis of the circumstances of the case and taking account of the views of the Head Teacher/Head of School of our schools.

2.11 Part-time provision - parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.12 Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

## 3. Additional Notes

3.1 Pupils with a Statement of Special Educational Need are considered separately and before everyone else and MUST be accepted by the school named on their Statement. They will count towards the school's admission number.

3.2 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

3.3 Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or
3. An error on the part of the school; or
4. The application is received before Own Admission Authority schools have ranked their applications;
5. Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

3.4 Withdrawal of places - once parents have been notified of an offer of a school place the Council will withdraw the offer only in exceptional circumstances, such as:

1. Failure to respond to the offer within the specified time following a reminder.
2. If the offer was made based on fraudulent or misleading information on the application form, e.g. a false claim to residence within a catchment area.
3. Where a place was offered in error at a school where the Council is not the admissions authority.

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

3.6 In-year Admissions – where applications for places are made outside the normal admissions round, these should be made directly to the school. The City Council will make appropriate arrangements with schools for data sharing and pupil tracking.

3.7 The Council uses a Geographical Information system to calculate home to school distances. This determines co-ordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

3.8 Waiting lists will be maintained until the end of the Autumn Term. A position on a waiting list not fixed and applicants may move up and down the list. Inclusion on the list does not guarantee the ultimate provision of a place at this school.

3.9 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week. The child's home address point is used to determine the catchment within which the property lies.



Applications open on  
**WEDNESDAY 1  
NOVEMBER 2023**



Deadline for applications  
**MONDAY 15  
JANUARY 2024**

## Grove Academy

Turner Street, Northwood,  
Stoke-on-Trent ST1 2NL  
Tel: 01782 234550  
W: <https://grovejunior.co.uk>  
Academy Principal: Mrs Shirley Carrigan

The School admits students between the ages of 7-11

### How to apply for a junior school place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for junior applications is 15 January 2023.**

Hamilton, Northwood Broom and Grove academies welcome children from all backgrounds, faiths and those of no faith. The governors of the academies are committed to developing inclusive schools that reflect the diversity of the local community.

As well as being inclusive academies, the infant academies and junior academy have a distinctive ethos and character. All parents applying for a place at each academy are asked to respect this ethos and its importance to the school community. It is expected that all children who attend our academies will actively participate in the life of the school.

### Normal Round Admissions Process

Parents wishing to apply for a place at Hamilton Academy, Northwood Broom Academy or Grove Academy can apply online at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions) ([external link](#)). The most efficient way of applying for a school place is to apply on-line. When you apply on-line, you will receive an email confirmation that your application has been successfully submitted. You will also receive an email from the Local Authority on offer day informing you of the outcome of your application. If you do not apply on-line, you will need to complete a paper application form which is available from the academy.

This should then be returned directly to the academy or to the Local Authority by the published closing date. The Local Authority will write to you to let you know the outcome of your application.

The admission of pupils with an Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the academy if our school is named on the EHCP and will be placed first. This is a statutory entitlement under S.324 of the Education Act 1996.

### Nursery Provision

Our infant academies both have nurseries attached. Children aged three years by 31 August are able to attend a nursery class or academy in September. Attendance at school is not a requirement at this age but is at the discretion of parents. Both infant academies also extend their offer of nursery places to 'rising 3' children the term after their third birthday.

Unfortunately, attendance at our infant nursery settings will not guarantee admission to a reception class at the same academy. Parents must apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions). The academies will support parents with this process.

Our infant academies offer both part time and full time places. All children are eligible for 15 hours statutory provision and there is also an option for parents to 'top up' their child(rens) hours to 30 hours through two options:

1. Apply for the Government tax-free childcare via [childcarechoices.gov.uk](http://childcarechoices.gov.uk) ([external link](#))
2. Paying an additional payment of up to £25 per week dependent on need, direct to the academy.

### Infant Provision

Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a full time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday)



and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

All applications for admission to our infant academies at age 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. To help this process applicants are required to fill out a common application form. This can be done on-line.

### Junior Provision

Admission to junior school is provided for all children in the September following their seventh birthday. Where a child is offered a place at a school, that child is entitled to a full time place in the September following their seventh birthday.

All applications for admission to our junior academy at age 7+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. To help this process applicants are required to fill out a common application form. This can be done on-line.

### Oversubscription Criteria

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including 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 who attend Hamilton Academy or Northwood Broom Academy and apply for a place at Grove Academy.**
3. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior academy in the case of infant academies).
4. Other children living within the catchment area of the academy.

5. Children living outside the catchment area of the academy who have an elder brother or sister at the academy at the time of admission (or at the linked junior academy in the case of infant academies).
6. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy. Distance is measured by straight line measurement from the home address point to the main gate of the school (Keelings Road entrance for Northwood Academy, Barthomley Road for Hamilton Academy and Turner Street for Grove Academy) as measured by the Local Authority geographical information system.

All applications will be ranked against the oversubscription criteria. Where there are two or more applications and fewer places available within any oversubscription criteria, priority will be agreed through an internal admission panel process on a case-by-case basis.

For admission purposes, an older brother or sister is defined as: a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested or unrelated children who live at the same home address, whose parents live as partners in a civil partnership. It also includes any other child living at the same residence under the terms of a Residence Order.

The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the academies will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way.

We will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non - European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

### **In Year Admissions**

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy. All applications will be reviewed at an internal admission panel, which take place routinely once a week. Parents will be informed of the outcome of the admission panel.

### **Appeals**

Parents who wish to appeal against the governors' decision not to offer a place to their child, can do this through the City Council's independent appeals panel. 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.

### **Waiting List**

Each academy will maintain a waiting list until the end of each academic year. Applications for inclusion on this waiting list must be made directly to the Academy and these will be ranked according to our over-subscription criteria. A position on a waiting list is not fixed and applicants may move up and down the list.

### **Withdrawal of places**

Once parents have been notified of an offer of an academy place the academies, in support of the Council, will only withdraw the offer in exceptional circumstances, such as:

1. Failure to respond to the offer within the specified time following a reminder.
2. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.
3. Where a place was offered in error at an academy where the Council is not the admissions authority.



## Moorpark Junior School

Park Road, Burslem,  
Stoke-on-Trent ST6 1EL  
Tel: 01782 234440  
moorpark.stoke.sch.uk  
Headteacher: Mrs Karen Peters

The School admits students between the ages of 7-11

### How to apply for a junior school place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for junior applications is 15 January 2020.**

### Policy

This policy has been adopted on behalf of all academy schools in The New Guild Trust: Moorpark Junior School, Jackfield Infant School, Alexandra Junior School and Alexandra Infants' School

#### 1. Nursery Provision

1.1 Children aged three years by 31 August are able to attend nursery provision in our Infant schools in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

#### 1.2 Oversubscription Criteria

Where there are more applications for our Nursery settings than there are places the following priorities will be used in order to allocate places:

1. Children in the Care of the Local Authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or Special Guardianship Order).
2. Children living within the catchment who have an elder brother or sister at the schools who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment.
4. Children living outside the catchment who have an elder brother or sister at the schools who will still be attending at the

time of admission (or at the linked junior school in the case of infant schools).

5. Children who live nearest to the schools as determined by a straight line measurement from the child's home address point to the main entrance of the schools.

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

1.4 Attendance at a particular Nursery setting will not guarantee admission to a Reception class at the same school.

1.5 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.

#### 2. Primary Provision

2.1 Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at one of our schools, that child is entitled to a full time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

2.2 All applications for admission to the New Guild Trust academy schools at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill out a common application form. This can be done on-line at [stoke.gov.uk/primary\\_school\\_admissions](http://stoke.gov.uk/primary_school_admissions) ([external link](#)).

2.3 Schools have a Pupil Admission Number (PAN) for each year group, including the Reception class. The PAN is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the PAN. Regulations also require that Reception and Infant classes must have no more than 30 pupils to each teacher.

2.4 Parents are asked to name three schools, in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their

published admissions criteria. They cannot take account of where the school is placed in the order of preferences.

2.5 Oversubscription Criteria  
Where there are more applications for an academy, community or voluntary controlled primary school than there are places available, the Council will use the following priorities, in order, to allocate places:

1. Children cared for by a Local Authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order).
2. Children living in the catchment area of the schools who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment area of the schools.
4. Children living outside the catchment area of the schools who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
5. 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.

2.6 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school

as measured by a straight line. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.

2.7 The Council also has to comply with the Infant Class Sizes Regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.

2.8 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

2.9 Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Council will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

2.10 Admission outside normal age-group – parents may request that places be made available outside the normal age group (e.g. if a child is summer-born, gifted and talented, or has experienced problems such as ill-health, etc.). A decision will be taken by the admission authority on the basis of the circumstances of the case and taking account

of the views of the Head Teacher/Head of School of our schools.

2.11 Part-time provision - parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.12 Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

### 3. Additional Notes

3.1 Pupils with a Statement of Special Educational Need are considered separately and before everyone else and MUST be accepted by the school named on their Statement. They will count towards the school's admission number.

3.2 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

3.3 Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or
3. An error on the part of the school; or
4. The application is received before Own Admission Authority schools have ranked their applications;
5. Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

3.4 Withdrawal of places - once parents have been notified of an offer of a school place the Council will withdraw the offer only in exceptional circumstances, such as:

1. Failure to respond to the offer within the specified time following a reminder.
2. If the offer was made based on fraudulent or misleading information on the application form, e.g. a false claim to residence within a catchment area.
3. Where a place was offered in error at a school where the Council is not the admissions authority.

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

3.6 In-year Admissions – where applications for places are made outside the normal admissions round, these should be made directly to the school. The City Council will make appropriate arrangements with schools for data sharing and pupil tracking.

3.7 The Council uses a Geographical Information system to calculate home to school distances. This determines co-ordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

3.8 Waiting lists will be maintained until the end of the Autumn Term. A position on a waiting list not fixed and applicants may move up and down the list. Inclusion on the list does not guarantee the ultimate provision of a place at this school.

3.9 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week. The child's home address point is used to determine the catchment within which the property lies.

## Weston Junior Academy

Princess Drive, Weston Coyney,  
Stoke-on-Trent ST3 6NG  
Tel: 01782 312112  
www.westonfederation.co.uk  
Principal: Mrs Julie Birchall

The School admits students between the ages of 7-11

### How to apply for a junior school place for September 2024

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for junior applications is 15 January 2020.**

Weston Infant and Junior Academies welcome children from all backgrounds, faiths and those of no faith. The Governors of the Academy are committed to developing an inclusive school that reflects the diversity of the local community

As well as being an inclusive academy, the Infant school and Junior school have a distinctive ethos and character. All parents applying for a place at our Academy are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend our Academies will actively participate in the life of the school.

### Admission criteria

Parents wishing to apply for a place at Weston Infant and Weston Junior Academies (The Weston Federation) can apply online at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions) ([external link](#)). **Paper forms are only available for late applicants or those with additional needs that preclude the use of the on-line system.**

The admission of pupils with an Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the EHCP and will be placed first.

This is a statutory entitlement under S.324 of the Education Act 1996.

Children who attend Weston Infant Academy and apply for a place at Weston Junior Academy will be allocated a place before the oversubscription criteria operates.

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available within any oversubscription criteria, priority will be given to the applicants whose permanent address is closer to the Academy as measured by a straight line measurement, using GIS, the Governors, who are the admissions authority for the Academy, will operate the following oversubscription criteria:

- a) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order) as defined by the Children's Act 1989, including 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.
- b) Children living in the catchment area of the Academy, who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date.

Siblings are considered to be those children who live at the same address and either:

- Have one or both natural parents in common  
OR
- Are related by a parent's marriage or related by parents living as partners at this address  
OR
- Are adopted or fostered by a common parent  
OR
- Children not adopted, fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil

partnership and who are living at the same address, are also considered to be siblings.

We do not include cousins within our definition of siblings.

If a child lives with parents with shared responsibilities, each for part of the week, the 'home address point' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address point will be the one used when applying for child benefit.

- c) Children living within the catchment area of the academy.
- d) Children not living in the catchment area of the Academy, who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date. (see above definition of siblings)
- e) Other students arranged in order of priority according to how near their home address point is to the Academy. Distance is measured by straight line measurement from the home address point to the main gate of the school (West Street for the Infant Academy and Princess Drive for the Junior Academy) as measured by the Local Authority geographical information system.

### Appeals

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director's Office, City of Stoke-on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH. The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days:

### In Year Admissions

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy and the allocation of places will be made in line with the above oversubscription criteria.

### Waiting List

The Academy will maintain a waiting list until the end of each academic year. Applications for inclusion on this waiting list must be made directly to the Academy and these will be ranked according to our over-subscription criteria.



## Useful contact details

**Admissions & Transport Team**  
**Education and Family Support | Children and Family Services**  
**City of Stoke-on-Trent**  
**Floor 2 Civic Centre, Stoke-on-Trent, ST4 1HH**

<b>Admissions and Transport Helpline</b>	<b>01782 234598</b>
<b>In Year Admissions</b>	<b>01782 237856</b>
<b>Education Welfare</b>	<b>01782 233489</b>
<b>SEND Information Advice and Support Service (SENDIASS)</b>	<b>01782 234701</b>
<b>Free School Meals</b>	<b>01782 236813</b>
<b>Vulnerable Children and Corporate Parenting</b> Hanley Area Office	<b>01782 235100</b>



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City of  
**Stoke-on-Trent**

[stoke.gov.uk/education](https://stoke.gov.uk/education)