

Staffordshire University Academies Trust		Trust Policy Document			
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Admission Arrangements for Academies in the Staffordshire University Academies Trust (SUAT)

Normal Age of Entry: Academic Year 2017/2018

SUAT Academies are part of the Staffordshire Family of Schools. Accordingly, SUAT has adopted the Admissions Policy of Staffordshire County Council.

The PAN for SUAT academies is

Boney Hay Primary Academy - 30
John Wheeldon Primary Academy – 75
Littleton Green Community School - 60
Moorgate Primary Academy – 45
Perton Primary Academy - 45
Staffordshire University Academy – 150
St Edward’s CE Academy Cheddleton - 50
Tynsel Parkes CE Primary Academy - 30

First, Infant, Junior, Primary and Secondary academies in the Trust

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

Although parents have the right to express a preference for the SUAT academy that they wish their child to attend, there is no guarantee of a place being offered at one of our academies.

It is the Trust’s policy to try and meet parents’ wishes where possible, however in some cases there may be more applications for places in one of our academies than there are places available. Admission to an oversubscribed SUAT academy is determined by the oversubscription criteria, of Staffordshire County Council, as detailed below.

Oversubscription Criteria

If the total number of preferences for admission to a SUAT academy exceeds the academy’s Published Admission Number (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 residence order or special guardianship order).
- 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). This report must clearly justify, for health reasons

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only, why it is better for the child’s health to attend the preferred SUAT academy rather than any other school.

Exceptional circumstances must relate to the choice of school 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. social worker. This report must clearly justify why it is better for the child to attend the preferred SUAT Academy rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend that SUAT 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. 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 that SUAT academy (or in the case of the infant’s academy, the affiliated Junior academy) and who will still be attending the academy at the proposed admission date (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children living within the catchment area of that SUAT academy
- 5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the SUAT academy, determined by a straight-line measurement as calculated by the Local Authority’s Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then places will be allocated in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at the 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 school catchment area maps are available from the Local Authority or the relevant SUAT Academy.

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

Admissions are administered through a coordinated admission scheme and preferences for schools will be processed centrally by the School Admissions and Transport Service. Each child will receive only one offer of a place at a SUAT Academy.

Attendance at a particular SUAT infant academy will not guarantee admission to any particular SUAT junior academy. Parents must make a separate application for admission to a junior academy at the appropriate time.

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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 SUAT Academy as being the most appropriate to meet the child's needs must be admitted to that Academy. This will reduce the amount of places available to other applicants.

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

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

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

The requirement for the Local Authority to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the Local Authority will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

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

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

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 27 January 2017 (secondary school) and March 17th 2017 (primary school).

If a place is offered on the basis of an 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.

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

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

Deferred Entry to Reception Class

The Local Authority will consider requests from parents to retain a place in the preferred SUAT academy where the parents wish to defer their child’s entry to a Reception Class until later in the same academic year or until the term in which the child reaches compulsory school age providing it is not beyond the academic year. The effect is that the place will be held for the child and is not available to be offered to any other child. A parent may not defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the academic year for which the application was accepted.

The Local Authority will also consider requests from parents who wish their child to attend Reception Class on a part-time basis until the child reaches compulsory school age.

Admission Outside of the Normal Age Group

Parents may seek to apply for admission to a SUAT academy outside of their normal age group, for example, if the child is exceptionally gifted and talented or has experienced 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 interests to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the Principal of the 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. If places become available after the offer 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.

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

Inclusion on a SUAT academy’s waiting list does not mean that a place will eventually become available at that 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 listed above.

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Children who are subject of a direction by a Local Authority to admit or who are allocated to a SUAT 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 SUAT academy's waiting list.

Repeat Applications

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

“In-Year Transfer” Arrangements

Parents or carers seeking to transfer to a SUAT 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 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.

Relevant Area

Staffordshire University Academies Trust accepts that Staffordshire County Council's relevant area for consultation is contained within the administrative area of Staffordshire County Council.