Admissions Policy

Castle Primary School



2028-2029

Castle Primary School is part of The Learning Partnership and the academy's Local Governing Body is the admissions authority. The admissions policy has been designed to comply with the Schools Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

Admissions to the Reception Year

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. The Academy has an agreed admission number (the published admission number or PAN) of 15 pupils for entry in reception. The academy will accordingly admit up to 15 pupils.

Places will be allocated by the Local Governing Body on the basis of applications received through the Staffordshire admissions system. This allows parents/guardians to apply for entry to any Staffordshire primary school by means of the Staffordshire application form which can be found on the Staffordshire admissions webpage. The academy will offer places on a fulltime basis from the start of the Autumn Term.

The admissions application along with useful information can be found here

Late applications for September admissions into Reception Year

To make a late application, please ring 0150 111 8007. This process is for Staffordshire residents only - contact your home local authority if you do not live in Staffordshire.

"In-Year" Admissions

Parents or carers seeking to transfer to Castle Primary School may make an application using the In-Year Application form, which can be found on the Staffordshire admissions website. This application will be processed in line with the procedure outlined in the determined admission arrangements.

The in-year transfer form can be found here

Exceeding the academy's PAN

The PAN for children in Key Stage 2 is 15. The academy may decide to exceed the PAN in Key Stage 2. However, this will be dependent on the current class sizes and whether admitting

extra pupils would be detrimental to those already on roll. We will not exceed our PAN for Foundation and KS1 applications unless there are exceptional and permitted reasons.

OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available, priority for admission will be based on the oversubscription criteria below.

Children with and Education, Health and Care Plan, naming Castle Primary School, must be admitted. This will reduce the number of places available for other applicants.

1. Children in care or previously in care.

   A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

   Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as 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 amended by Children and Families Act 2014. 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 (or special guardians). This includes children who appear to (in the view of the Governing Body) have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Siblings - pupils with brothers or sisters, stepbrothers or stepsisters, foster brother or sisters, half-brother or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the academy (in years reception through to year 6) and expected to continue at the academy in the following academy year (i.e. at the time of admission)

3. Children resident within the designated catchment area of the academy – children will be classed within this criterion if they and their parents/carers are resident within the area served by the academy.

4. Pupils living nearest to the academy – according to how near their home addresses are to the main gate of the school, 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 we will allocate the available places in accordance with the remaining criteria.

If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to criteria 4.

Tie-Breaker:

If we cannot distinguish between applicants using the criteria listed, e.g. 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.

Additional Notes:

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the above published admissions criteria, we will not seek to obtain any supportive information on behalf of an applicant in support of a school application.

Copies of school catchment area maps are available from the academy or local authority website.

https://apps2.staffordshire.gov.uk/scc/schooldetails/details.aspx?Type=P&Easting=384269&Northing=354797&SchoolMap=1&SchoolID=150051#map

On behalf of the academy, the local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by OS AddressBase Premium files.

Attendance at our nursery will not provide priority for admission to reception. Parents must make a separate application for admission to reception at the appropriate time.

The requirement for the academy 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 15 pupils. However, as an exception, the academy will give careful consideration to offering places above the published admission number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no vacant places.

If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult them before applying and expressing a preference for a school. Where more than one parent applies for a child, or where there is a parent not in agreement with the preferences, the Academy and any admission authority applied for, legally has to process with the preferences expressed. If the school preferences are not the same, then parents will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. The academy is not able to intervene in disputes between parents over school applications and will request that these are resolved privately.

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 **6 March 2027**. 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 at the national offer date (see note below for clarification of position in respect of children of armed forces families).

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.

Deferred entry to reception class - Parents may decide to 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 the application was made. In addition, 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.
Before deciding whether to defer their child's entry to school, parents should visit the academy to clarify how we cater for the youngest children in reception and how the needs of these children are met as they move up through the academy.

Admission outside of the normal age group - Parents may wish to apply for their child's admission to school outside of their normal age group. 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.

Any such parents will need to make an application alongside children applying at the normal age explaining why they consider it to be in the child's best interest to be admitted outside of their normal age, this 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 agreed will be made by the Governing Body. They will take into account the circumstances of the case including the parent's views and information provided; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of any medical professionals; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely as well as views

of the headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting lists for Admissions and Normal Point of Entry - 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.

For all other cases, waiting lists will be kept until **31 December 2027**.

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

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

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 in time.

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

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, 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.

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 academy 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.

Fair Access Protocol - The Academy participates in Staffordshire Local Authority Fair Access protocol.

Right of Appeal - In the event of an unsuccessful application, parents have the right to appeal to an independent appeals panel against non-admission. Appeal forms can be requested from the Academy, and appeals can be lodged up to 20 school days from the date of the offer letter. Where an in-year application and subsequent appeal are unsuccessful, the Admissions

Authority will not consider a repeat application within the same academic year unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in academy.