Kidsgrove Primary School Primary Admissions Policy 2028-2029

Approved by: School Council

Date: December 2026

Next review due by: December 2027

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 Nursery

We offer 15-hour and 30 hours Nursery places.

Places to our Nursery are allocated by school. Please contact us should you with the register for a place.

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

Admissions to the Reception Year

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday.

Kidsgrove Primary School has an agreed admission number (the published admission number or PAN) of 30 pupils for entry into reception. The school will accordingly admit up to 30 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 school will offer places on a fulltime basis from the start of the Autumn Term.

Late applications for September admissions into Reception Year

To make a late application, please ring 0300 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 Kidsgrove 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.

Exceeding the school's PAN

The PAN for children in Key Stage 2 classes is 30. The school 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, after children with Education, Health and Care (EHC) plans, priority for admission will be based on the Local Authority's published oversubscription criteria. Once children with EHC plans, naming Kidsgrove Primary School have been admitted, then places are allocated in accordance with the order of the following oversubscription rules:

1. 'Cared for Children' and Children who were 'Previously Cared for'.

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). 1. 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 Cheshire East) 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, step-brothers or step-sisters, foster brother or sisters, half-brother or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years reception through to year 6) and expected to continue at the school in the following school year (i.e. at the time of admission)
3. Children resident within the designated catchment area of the school – children will be classed within this criterion if they and their parents/carers are resident within the area served by the school.
4. Pupils living nearest to the school – Pupils living nearest to the school – measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the address point of the place of residence to the address point of the school.

Tie-Breaker
If there are more applicants than there are places remaining within a particular category, and where there are siblings or there is no difference in distance from home to the School for two or more children, random allocation will be used to allocate the final available place(s).

An admissions panel, including the Headteacher and two members of the Local Governing Body who are not employed by the School, will apply the oversubscription criteria.

Fair Access Protocol
The School 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 School, 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 school.

The School will hold a waiting list until the end of the Autumn term for the Reception intake and parents are asked to keep in touch to find out if a place has become available.