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Admissions Policy

Shaw Education Trust

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Primary Admissions Policy

Contents

1.	Purpose and Aims
2.	Admission Number
3.	Admissions Process; Reception and Within Year
4.	Oversubscription Criteria
6.	Late Applications
7.	Admission of children outside their normal age group
8.	Deferred Places
9.	Waiting Lists
10.	Appeals
11.	Notes

Equality Impact Assessment

This policy has been equality impact assessed and we believe it to be in line with the Equality Act 2010. It does not have an adverse effect on any of the protected characteristics.

At Streethay we are ambitious about inclusion and go much further than our statutory duty. When writing and developing policies we review our plans against our inclusion goal below.

'Every person in our community at Streethay should feel safe, supported, celebrated, valued, and feel like they belong.'

1. Purpose & Aims

Streethay Primary is part of the Shaw Education Trust. Our priority is to serve the children and families of the local community, irrespective of their social, economic, religious, ethnic or cultural background.

We seek to apply local and national guidelines relating to admissions. Our policy and compliance with local set out procedures is reviewed annually. We want admissions to be fair, clear and transparent.

We do not operate a catchment area but one of our oversubscription criteria is linked to the distance from home to school. This operates in a similar way to a catchment area.

https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx

2. Admission number

The school has an admission number of 30 for entry in year Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

3. Admissions process

Applying for a Reception

All applications will be processed through the normal Staffordshire local authority process for co-ordinating school offers. Applications for this school should be sent to Staffordshire School Admissions Service. Details can be found on the admissions section of our website.

An online application form can be completed at www.staffordshire.gov.uk/admissions

Applying for other year groups

As we are expanding, we may be able to accommodate moves to other year groups. Applications for places in KS1 or KS2 should be made directly to the school using the form available on the admissions section of our website. We operate a first come first served approach until the year group is full. Where necessary we operate a waiting list and use the same over subscription criteria (see below). All waiting lists in KS1 are managed by Staffordshire County Council.

Parents decide to move their child for many different reasons, please think carefully about your decision. There is local guidance available on Staffordshire Council website below.

https://www.staffordshire.gov.uk/Education/Admissions-primary/In-year/My-child-has-a-school-place-but-I-want-to-apply-for-a-different-school.aspx

4. Oversubscription criteria

The criteria in this section apply to entry at all phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

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 adopted1

2.Priority will next be given to the siblings of pupils attending the school at the time the application is received where an older sibling is in year 6 siblings will not be prioritised under this criterion.

3.Children who are attending the nursery at Streethay Primary which is based at the school and who are in receipt of the Early Years Pupil Premium.

4.All other children.

In circumstances where there is a tie-break (categories 1-3) or if none of the criteria can be applied, the child living closest to the school will be given priority for admission. Distance will be determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distance 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 OS Addressbase Premium files.

5. Late applications

Applications 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 applicants will be considered only after those that were made on time.

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

6. Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

7. Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

8. Waiting Lists

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by Staffordshire County Council for Reception and KS1 places. The waiting list 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. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

9. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the school or Staffordshire County Council by the date provided in the decision letter[1] for information on how to appeal. Information on the timetable for the appeals process can be found at www.staffordshire.gov.uk/admissions.

10. Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

[2] Parents must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal.

Primary Admissions Policy

Pupil Premium Priority:

Those eligible for **Pupil Premium** admission priority are:

Children who:

- Are currently registered as eligible for free school meals;

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit

Parents will be required to provide evidence of eligibility with their application.

Pupil and Service Premium Priority:

Those eligible for **Service Premium** admission priority are:

- children whose parent(s) are serving in the regular UK armed forces;
- children of ex regular UK armed forces personnel who were serving in the last 3 years;
- children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Parents will be required to provide evidence of eligibility with their application.

Primary Admissions Policy

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