



**Shaw
Education
Trust**



Waterside Primary School Admissions Policy

Procedure Originator: L Willis

Date Reviewed: April 2026

Introduction

At Waterside Primary School, we have an agreed admission number of 60 per year group, with a 45 place Nursery. For application forms for Years 1 to 6, parents are asked to contact the local authority via the admission website : [School admissions | Stoke-on-Trent](#). The Admissions team at Stoke on Trent City Council should be contacted on 01782 236867/233232 or www.stoke.gov.uk/admissions for applications to Nursery and Reception. They can also offer general information and guidance about admissions.

Nursery Offer

Waterside Primary School offers 15-hour Nursery places. We also provide a limited numbers of places (on a first come-first serve basis) for additional 15 hours for those who are eligible or at a cost. For pupils who receive 15 hours free childcare only, we only offer morning or afternoon sessions. For pupils who receive the additional free 15 hours, this will be a standard offer for a full-time place with hours from 8:30 to 15:20. Lunch time provision and food is not included and is chargeable.

Places to our Nursery are allocated by the Local Authority. Parents are asked to contact Admissions on 01782 236867/233232 or www.stoke.gov.uk/admissions for an admission form to Nursery or Reception. Where the number of applications exceeds the number of Nursery places available the following criteria will be used to allocate places:

- a) 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).
- b) 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).
- c) Other children living within the catchment area of the school.
- d) 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).
- e) 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.

*Nursery places will be given firstly to children living in the City of Stoke on Trent. Only when these children have a place will children living outside the City of Stoke on Trent be considered.

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

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.

Primary Admissions

The pupil admission number (PAN) for Waterside is the number of pupils that the school has agreed with the Trust that it will normally admit to the relevant year group at the school. This figure has been set and published in accordance with legal requirements and after consultation.

The admission numbers for the Academic Year 28/27 are stated in the table below.

	Admission Number
Reception	60
Year 1	60
Year 2	60
Year 3	60
Year 4	60
Year 5	60
Year 6	60
Total	420

Waterside Primary School follows the Local Authority's Admissions Arrangements. Where there are more applications for a community or voluntary controlled primary school than there are places available, the Council will use the following priorities, in order, to allocate places:

- a) 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).
- b) 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).
- c) Other children living within the catchment area of the school.
- d) 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).
- e) 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.

In-Year Transfers from Another School

If you are applying for your child to change school part way through the year, parents are asked to contact the local authority via the admission website : [School admissions | Stoke-on-Trent](#).

If we have places available, you will be invited to have a tour of the school and discuss admission dates. If we do not have a place for your child, you can be added to our waiting list and approach another school for a place. The Local Authority will send you a letter confirming the refusal and explaining how you can appeal the decision.

Appeals

If you wish to appeal the refusal of a place, you should contact the Local Authority Admissions Team on 01782 234598 or via admissions@stoke.gov.uk. An appeal will be heard within 30 school days of you requesting one. You will be told about your appeal hearing approximately ten school days before the hearing, and sent a copy of the school's case approximately seven school days in advance of the hearing. If you want to submit further evidence, it must be received at least three clear working days before the hearing date. Evidence received after this date might not be considered at the hearing.



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