



Policy:	Primary Phase Admissions Policy (Admission round opening November 2016 for pupil admission in September 2017)
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Approved by Trust Board:

Review Frequency:

Annual

ADMISSIONS POLICY

For the Admission of Students to East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School, Thameside Primary School

1. This document sets out the admission arrangements for primary schools operated by St Clere's Co-operative Academy Trust. Any changes to the arrangements set out in this document, must be approved by St Clere's Co-operative Academy Trust.
2. For the purposes of this Admissions Policy references in admission law and in the statutory Codes of Practice to admission authorities shall be deemed to be references to St Clere's Co-operative Academy Trust. St Clere's Co-operative Academy Trust will continue to have regard to the advice of the Thurrock Local Authority Admissions Forum.

I: ADMISSION ARRANGEMENTS

3. The admission arrangements for East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School, Thameside Primary School , for the year 2017/2018 are:
 - a) East Tilbury Primary School and Nursery has a published admission number (PAN) of 90 students. East Tilbury Primary School and Nursery will accordingly admit 90 students in the relevant age group each year if sufficient applications are received;
 - b) East Tilbury Primary School and Nursery may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, East Tilbury Primary School and Nursery will consult those listed at paragraphs 17 and 18 below. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
 - c) Stanford-le-Hope Primary School has a published admission number (PAN) of 60students. Stanford-le-Hope Primary School will accordingly admit 60 students in the relevant age group each year if sufficient applications are received;
 - d) Stanford-le-Hope Primary School may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, Stanford-le-Hope Primary School will consult those listed at paragraphs 17 and 18 below. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
 - e) Thameside Primary School has a published admission number (PAN) of 120 students. Thameside Primary School will accordingly admit 120 students in the relevant age group each year if sufficient applications are received;
 - f) Thameside Primary School may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, Thameside Primary School will consult those listed at paragraphs 17 and 18 below. Students will not be admitted above the published

admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

4. The schools will use a timetable for applications each year (exact dates within the months may vary from year to year) which will adhere to the Admissions Timeline set out in both the School Admission Code 2012 and in the School Admissions Regulations 2012. The admissions timeline applies to all state funded schools including Academies and Free Schools (through their funding agreement).

- a) **September** – the schools will publish in its prospectus, information about the arrangements for admission, including over subscription criteria, the following September (ie in September 2017 for admission in September 2018). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.

East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School, Thameside Primary School will have provided information to the Local Authority for inclusion in the composite prospectus, as required.

The Local Authority will publish in mid-October a composite prospectus in accordance with the national timeline.

- b) **September/October** – East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School and Thameside Primary School will provide opportunities for parents and pupils to visit the school;
- c) **January** - closing date for applications;
15 January is the National Closing Date for primary school applications.
- d) **February – April** applications considered by Local Authority.
- e) **April** - offers of places notified in writing to parents by the Local Authority.
18 April is National Offer Day for primary schools.

5. This timetable reflects the practice in Thurrock Local Authority and is intended to secure a co-ordinated approach to admission for parents and pupils. Schools operated by St Clere's Co-operative Academy Trust will fit in with the co-ordinated admissions scheme for Thurrock LA, when this is agreed. It will adhere to the national admissions timetable identified by the School Admissions Code.

Consideration of applications

6. East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School and Thameside Primary School will consider all applications for places individually. Where fewer applications for each school are received than that school's Published Admissions Number, the school will offer places to all those who have applied.
7. Notwithstanding paragraph 6 above, East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School or Thameside Primary School may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. In all the

circumstances described in this paragraph, however, the Secretary of State may direct East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School or Thameside Primary School to admit such a pupil and that direction shall be binding on East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School or Thameside Primary School.

Procedures where East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School or Thameside Primary School is oversubscribed

8. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:
- (a) **Looked after children and previously looked after children** – Children in public care and children previously looked after will automatically be given first priority over other categories where priority is claimed on the application form and validated by the local authority.
 - (b) **Special reasons** – Priority for admission may be given where there are exceptional social, medical or educational reasons for admission to a particular school. These reasons must be supported by evidence from a relevant professional (e.g. a doctor or a social worker) and must be submitted with the application for admission. The purpose of this criterion is to give priority to pupils with a specific need that can be met specifically at one school rather than another. The threshold for a successful application under this criterion is high and such cases are likely to be rare since all schools are able to offer support and facilities for a wide range of needs.
 - (c) **Catchment area siblings** – Children whose normal place of residence is in the catchment area of the school at the closing date for applications, and who will have a sibling at the school at the point of admission, in distance order with those living closer having higher priority.
 - (d) **Catchment area children** – Children whose normal place of residence is in the catchment area at the closing date for applications in distance order with those living closer having higher priority.
 - (e) **Children of staff** - children who live with parents, carers or guardians employed by St Clere's Co-operative Academy Trust.
 - i) where the member of staff has been employed by the trust (or predecessor school) for two or more years at the time at which the application for admission to the school is made, and/or
 - ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - (f) **Non-catchment area siblings** –Children whose normal place of residence is outside the catchment area of the school at the closing date for applications and who will have a sibling at the school at the point of admission in distance order with those living closer having higher priority.
 - (g) **Non-catchment area children** –Children whose normal place of residence is outside the catchment area at the closing date for applications in distance order with those living closer having higher priority.

9. Notwithstanding the provisions of points a – e above, the Secretary of State may direct St Clere’s Co-operative Academy Trust to admit a named pupil to either East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School or Thameside Primary School on application from the Local Authority.

Mid Year Admissions and September Admissions for Year Groups other than Year R or 1

10. Parents wishing to make an application for a place for their child should submit the appropriate form to the Local Authority (Thurrock Council).
11. The school will maintain a waiting list and allocate places as they become available using the criteria set out in paragraph 8 above. If there are no places available, parents/guardians must confirm in writing to the school if they wish to have their application placed on the waiting list. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applications are received or added to the list. Names are removed from the list at the beginning of every term unless parents/guardians submit a written request asking for their application to remain on the waiting list. Places will be allocated as they become available using the criteria set out in Paragraph 8.

There will be a right of appeal to the Appeals Panel for any unsuccessful applicant.

Arrangements for Appeals Panels

11. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision.. The Appeal Panel will be independent of the school and will be composed of three members who will include:
 - a) at least one lay member. Lay members are people without personal experience in the management or provision of education in any school (though it is permissible to use people who have experience as governors of other schools, or who have been involved in education in any other voluntary capacity); and
 - b) at least one person with experience in education who is acquainted with educational conditions in the area, or who is the parent of a registered pupil at a school.
12. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.
13. Parents will normally have 14 days after notification of a place not being offered at their preferred school to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.
14. Parents wishing to appeal against an admission decision by the admissions authority, i.e. St Clere’s Co-operative Academy Trust, should send a completed appeal form to the Clerk to the Appeal Panel at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.
15. Parents will be given 14 days notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School or Thameside Primary School on behalf of St Clere’s Co-operative Academy Trust will provide the parent with a written statement detailing the

reasons why it has not been possible to allow the child to attend the school. The Appeal panel will have the discretion to refuse to admit late evidence.

16. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

II : ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

17. St Clere's Co-operative Academy Trust shall consult each year (by 31 January) on any changes to its proposed admission arrangements. St Clere's Co-operative Academy Trust will have regard to the local admission forum for the Thurrock area. It will consult with those parties defined in the School Admission Code, published by the Department for Education. If there are no changes to its proposed admission arrangements for St Clere's School, it will consult at least every seven years.
18. St Clere's Co-operative Academy Trust shall consult on any proposed decrease to the Published Admission Number.

Determination and publication of admission arrangements

19. Following consultation, St Clere's Co-operative Academy Trust will consider comments made by those consulted. St Clere's Co-operative Academy Trust will then determine its admission arrangements by 28 February of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

20. The published arrangements will set out:
 - a. the name and address of the school and contact details;
 - b. a summary of the admissions policy, including oversubscription criteria;
 - c. numbers of places and applications for those places in the previous year;
 - d. arrangements for hearing appeals.

Representations about admission arrangements

21. Where other admissions authorities in the relevant area make representations to St Clere's Co-operative Academy Trust about its admission arrangements, St Clere's Co-operative Academy Trust will consider such representations. Where St Clere's Co-operative Academy Trust and other admission authorities cannot reach agreement locally, any admission authority in Thurrock may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult St Clere's Co-operative Academy Trust. Where he judges it appropriate, the Secretary of State may direct St Clere's Co-operative Academy Trust to amend its admission arrangements.
22. Other admission authorities in the Thurrock area have the right to ask St Clere's Co-operative Academy Trust to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission

authority may ask to the Secretary of State to direct St Clere's Co-operative Academy Trust to increase its proposed published admissions number. The Secretary of State will consult St Clere's School and will then determine the published admission number.

23. In addition to the provisions at paragraphs 17 and 18 above, the Secretary of State may direct changes to East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School and Thameside Primary School's arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

Proposed changes to admission arrangements by St Clere's Co-operative Academy Trust after arrangements have been published

24. Once the admission arrangements have been determined and published, St Clere's Co-operative Academy Trust will propose changes only if there is a major change of circumstances. In such cases, St Clere's Co-operative Academy Trust must consult those consulted under paragraph 17 and 18 above and must then apply to the Secretary of State setting out:

- a. the proposed changes;
- b. reasons for wishing to make such changes;
- c. any comments or objections from those entitled to object.

25. The Secretary of State will consider relevant applications from St Clere's Co-operative Academy Trust to change its admission arrangements only when it has consulted on the proposed changes as outlined at 17 and 18 above.

26. Where St Clere's Co-operative Academy Trust has consulted on proposed changes and there have been no objections from other admissions authorities, if so required, St Clere's Co-operative Academy Trust must still secure the agreement of the Secretary of State before any such changes can be implemented. St Clere's Co-operative Academy Trust must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

27. The Secretary of State can approve, modify or reject proposals from St Clere's Co-operative Academy Trust to change those admission arrangements identified in the admissions annex to the supplemental funding agreement for East Tilbury Primary School and Nursery, Stanford-le-Hope Primary School or Thameside Primary School.

28. Records of applications and admissions shall be kept by St Clere's Co-operative Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.