

Policy:	Admissions Policy
Owner:	Simon Martin
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Date	Version	Comment	Owner
03.07.2018	1	Original document	S Martin
26.10.2018	2	Updated following review by LA. Minor change to include Infant Class Size Legislation and timeline for appeals.	S Martin
25.02.2019	3	Updated for determined admission arrangements. Including temporary reduction in PAN.	S Martin
24.04.2019	4	Updated policy for admissions in 2020/21.	S Martin
30.11.2019	5	Updated policy for admissions in 2021/22	S Martin
24.11.2020	6	Updated policy for admissions in 2022/23	S Martin
1.12.2021	7	Updated to reflect change in PAN to 90 following consultation and changes in Admissions Code 2021 Updated policy for admissions in 2023/24	S Martin
25.11.2022	8	Updated policy for admissions in 2024/25 Updated with proposed change in PAN	S Martin
27.11.2023	9	Updated policy for admissions in 2025/26 Updated with reduction in PAN and change of age range. Aligned the definition of sibling with the Local Authority definition.	S Martin

1. Introduction

1.1. Gladstone Primary Academy provides places for children aged 2 – 11.

2. Admission number

2.1. The number of children to be admitted to the school at the point of entry, Reception Year, the Published Admission Number (PAN) for the school will be **60**.

2.2 A school's published admission number (PAN) only applies to the usual point of entry in a school – Reception (primary school)

2.2 For other year groups which are not the usual points of admission, it will be for the admission authority to determine whether there are available spaces or whether admissions beyond a particular level would cause prejudice to the provision of efficient education, i.e. would cause the school practical problems in delivering appropriate educational provision to its existing pupils.

2.3 It may be the case that admission authorities determine that the PAN (from the point of admission) continues to be a relevant benchmark to determine whether a request for admission can be accepted or rejected, but there may be occasions where the admission authority feels it is necessary to set an operational capacity for a year group or groups which is different to the PAN.

2.4 It will be necessary for the admission authority to record and evidence those decisions and, where the Local authority is coordinating in-year admissions, provide that decision to the local authority to assist in their operation of that service.

3. Applications for the normal point of entry – Reception Classes

3.1. Applications for admission to Gladstone Primary Academy to enter the Reception classes at the start of September should be made through the Peterborough City Council coordinated admissions scheme.

3.2. Details of how to apply can be found on the Peterborough City Council website:
http://www.peterborough.gov.uk/children_and_families/schools/school_admissions.aspx

3.3. The deadline for applications is the 15th January, for entry the following September.

3.4. Places will be offered on the National Offer Day, 16th April, or next working day when this falls at a weekend, or bank holiday.

3.5. Where it is not possible to offer a place the right of appeal will be offered.

3.6. The Academy follows The School Admissions (Infant Class Sizes) (England) Regulations 2012, limiting infant (Reception, Year 1 and Year 2 classes) to a maximum of 30 children with each teacher.

4. Acceptance of an offer of a place

4.1. Where an offer of a place is made, the applicant should be notified that they have 10 school days/workings days to accept the offer. Where an offer is not accepted Gladstone Primary Academy reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

5. Oversubscription criteria

5.1. The Academy will admit children with a Statement of Special Educational Needs or an Education Health and Care Plan which names Gladstone Primary Academy. This will be in addition to any specific arrangements to specialist provision.

5.2. The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children who are both living in the catchment area¹ served by the school and have siblings² of compulsory school age still attending Gladstone Primary Academy at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Children who do not live in the catchment area served by Gladstone Primary Academy, but who have siblings of compulsory school age attending the school at the time of their admission.
6. Other children whose parents have requested a place who live outside the catchment area.

¹ An alphabetical list of streets and their school catchment areas is available on the Peterborough City Council website - <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchment-area/>

² For the purposes of admissions, the Department for Education definition of sibling is as follows: 'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.'

- 5.3 By sibling¹, we mean a brother or a sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner but in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can attend together.

This doesn't include children temporarily living in the same household - for example a looked after child in short term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the Academy, or have been offered and accepted a place at the Academy at the time of application and when the child starts.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the Academy must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

- 5.3. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the local authority's computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.
- 5.4. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.
- 5.5. There is no automatic right of admission from Gladstone Preschool into reception at Gladstone Primary Academy.

6. Waiting lists

¹ Sibling Definition

The definition of a brother or sister (sometimes referred to as a sibling): - a brother or sister sharing the same parent(s) - a half-brother or half-sister where two children share one common parent - a stepbrother or stepsister, where two children are related by a parent's marriage/partnership - a legally adopted sibling In every case, the siblings must be living at the same place of residence as the child when the application is made

- 6.1. The Academy will operate a waiting list for each year group. Where in any year group Gladstone Primary Academy receives more applications for places than there are places available, the places will be determined by ranking pupils according to the oversubscription criteria. This waiting list will be maintained by the Academy and it 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 having previously been made to the Gladstone Primary Academy.
- 6.2. Waiting lists will last until the end of the academic year. To remain on the school's waiting list for the next academic year families will need to complete a new in-year application form.
- 6.3. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

7. In year admissions

- 7.1. Applications to move a child from another school or for children new to the area to Gladstone Primary Academy should be made directly to Gladstone Primary Academy on an application form which is available from the school office or website www.gpa.education/admissions
- 7.2. Once an application form is received, the school will inform the City Council of the decision as to whether or not a place is able to be offered.
- 7.3. If a place is not offered, the child will be put on a waiting list for a place when one becomes available and will be offered the right to appeal. Places on the waiting list are allocated in line with the admissions criteria.

8. Appeals

- 8.1. In the event of a place not being allocated, parents will have the right of appeal to an independent appeal panel. The appeal panel will be independent of Gladstone Primary Academy. The arrangements for appeals will be in line with the School Admissions Code and the School Admission Appeals code published by the Department for Education. The determination of the appeals panel will be made in accordance with School Admissions Appeal Code and the decision will be binding on all parties.
- 8.2. The Gladstone Primary Academy uses Peterborough City Council to manage its appeals who will prepare guidance for parents and relevant children about how the appeals process will work and a named contact who can answer any enquiries parents may have about the process. Appeal forms are available from the Peterborough City Council website.
- 8.3. The Academy will follow the dates and the time line for schools admissions appeals as set out on the Peterborough City Council website.

9. Home address

- 9.1. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer eligible to receive Child Benefit and Child Tax Credit
- 9.2. The address of a relative or childminder, or where a child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. All applicant addresses will be checked.
- 9.3. All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address and that it is not a temporary arrangement. A temporary address cannot be considered. This includes other property owned by the applicant and temporary moves to live with friends or family.
- 9.4. Any recent change of principal carer and/or parental responsibility (for example, if a child moves to live at another address) must be supported by satisfactory legal documents such as a court order. Only applications from a person who is legally responsible for the child can be accepted. If a child does not live with their parent/s and is looked after by relatives, documentary evidence such as a Will or a Court order are required as proof that the relatives are the child's guardians. A private fostering arrangement will not give parental responsibility. Please let Gladstone Primary Academy know if a parent at another address is to be kept advised of the progress and outcome of their child's application.
- 9.5. Gladstone Primary Academy expects to see continuity of address throughout the application process; and you will be asked for proof at any time if your address is different from the address on your application.
- 9.6. If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn even if the child has started at the school.

10. Request to delay entry to school in the same year (known as deferred entry)

- 10.1. Most children will start school in the September of the school year in which they will become 5 years of age. All children are allowed to start full-time in September. If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year.

10.2 If you wish to defer your child's entry, you will need to confirm this with the Academy. If this agreed by the academy must hold your child's place and not offer it to another child. You may also need to confirm this with your child's pre-school or early learning provider so that your child can continue to receive their free early learning entitlement.

10.3 Your child must start school in the school year for which the offer was made and the latest your child can start school is at the beginning of the summer term

10.4 You can choose not to send your child to school until the September following their fifth Birthday.

10.5 See the table below to see what options are available to you, you should discuss these with the Academy once allocated a place at Gladstone Primary Academy.

Deferred admission options	
Date of birth	What options are available
1 September - 31 December (Autumn term)	Child can attend full-time, request to attend part-time from September or defer admission until the beginning of January 2025.
1 January - 31 March (Spring term)	Child can attend full or part-time from September or defer admission until the beginning of January 2021 or until after Easter 2025.
1 April - 31 August (Summer term)	Child can attend full or part-time from September or defer admission until January 2025 or Easter 2025.

11. Admission of children outside their normal age group

11.1. The parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – into Reception rather than Year 1.

11.2. Parents may apply to a year group outside the normal age group, for summer born children; children born between 1 April and 31 August are regarded as summer born children.

11.3. In exceptional circumstances, summer born children may be admitted to school in a different year group. This is usually due to concerns in relation to a child's development. If parents would like to request a 'summer born child' to start school outside of their normal age group, and be admitted to reception rather than Year 1, they would need to follow the process below.

- Parents should apply for the normal reception year for their child. The normal year in this case, is the academic year when the child will be five years old – between 1 September and 31 August.
- When applying, parents should inform the Local Authority School Admissions Team and Gladstone Primary Academy in writing, that they do not wish to send their child to school until the September after their fifth birthday and request that the child is admitted out of their normal age group – to Reception rather than Year 1. The letter or email should include reasons for the request and any evidence to support their case. Evidence could show:
 - whether the child is summer born
 - information about the child's personal, social, emotional development and academic development
 - if relevant, the child's medical history and views of a medical professional
 - whether the child has previously been educated out of year group ?
whether the child was born prematurely
- If your request is refused, the child will still be considered for admission to their normal age group. If the Academy agrees to the request, the child will be admitted into Reception rather than Year 1 the following year; but would need to apply again for a Reception place for that year. Please note the decision to agree to defer admission does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place until the following year.
- Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a Reception place will be considered alongside applications for Reception. There is no statutory right of appeal if your request is not agreed.

11.4 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, for children who are not of reception age.

11.5 The Academy will look at each case on its merits, taking into account the child's best interest and either agree or refuse the request on that basis. This will include taking account of the parent's views; information about the child's academic, social and emotional

development; where relevant, their medical history and *possibly* the views of a medical professional; 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. When informing a parent of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for their decision.