Perryfields Enterprise Academy Trust

Admissions Policy

For the Academic Year 2028/29

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SUMMARY OF CHANGES FROM ADMISSION ARRANGEMENTS 2027/28	
Section	**Detail**
Throughout	Whole document updated
Appendix A	Wording updated

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Perryfields Enterprise Academy Trust

Admissions Policy

PUBLISHED PAN FOR PERRYFIELDS JUNIOR SCHOOL: 68

1. Purpose

The purpose of this document is to set out the Perryfields Enterprise Academy Trust (PEAT) policy and procedure for the admission of pupils to PEAT schools. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admissions Appeals Code

This policy complies with our funding agreement and articles of association.

2. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

3. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from your local authority.

Please note that no priority is given to children attending a nursery attached to a school in the Trust; therefore, an application must be submitted for those children attending the nursery.

Please note, pupils attending a linked or attached Infant School will not transfer automatically into any Junior School in the Trust. A separate application must be made for a place.

4. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

To request school admission outside the normal age group in Essex, Parents must contact the Essex County Council Admissions Service to discuss the case as early as possible, alongside their formal school application.

Parents should make their request in writing. They must provide information about their child and why they think they should be educated outside of their normal age group.

This will help the admission authority to make a decision in the child's best interests.

Parents can support their request with information from any professionals involved in their child's care or treatment, such as:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- their child's nursery or childminder

Parents are not expected to gather evidence they do not already have.

If a child was born prematurely, Parents can explain whether this caused health problems or developmental delays, and whether, as a result of being born before their due date, their child would have fallen into a different age group than if they had been born at full term.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in

section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Wherever possible the school will ensure parents receive the response to their request before national offer day (primary or secondary).

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

5. Allocation of places

5.1 Published admission number (PAN)

Each school has a Published Admissions Number (PAN), which relates only to the normal point of entry to the school – i.e. Reception Year for primary/infant schools or Year3 for junior schools. In the case of primary/infant schools, the PAN complies with the statutory infant class size limit for Key Stage 1;

- Admissions to year groups without a PAN will be based upon (a) the size of teaching groups already existing in the School and (b) the efficient use of resources;
- Each school participates in Essex County Council's (ECC) co-ordinated scheme for admission to the normal point of entry to the school.
- Admission to any of the Trust's schools is not dependent on any ability test or voluntary financial contribution;
- There are over-subscription criteria which are applied where the number of applications for admission is greater than the PAN or the admissions number for the year group;
- Children with **Statements / Education Health Care Plans** naming an individual school in the Trust must be admitted and will count towards that PAN if the information is available before the offer date;
- As required by legislation Children in Care or who were in public care and have since been adopted or fostered by relatives will be admitted as first priority (**Looked After Children**).
- Each school in the Trust has an agreed catchment area, but there is no guarantee of a place for children living within this area. Each school will admit from outside this area if there are spaces available;

5.2 Priority Admission Areas

There is no guarantee of a place to children living in the priority admission area of the school. Details, including a map of the priority admission area, are available on request from the School and from the Local Authority. Parents are also able to check in which school's priority admission area their address is located (if any) using the online 'Priority admission (catchment) area finder on Essex County Council's website https://secureapps.essex.gov.uk/cas/Priority-Admissions-(Catchment)-Area.aspx

5.3 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who the oversubscription criteria of that school, as set out below in Appendix A, in order, until all places are filled. Late applications are ranked using the same oversubscription criteria but follow all those submitted on time.

5.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined in Appendix A, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

5.5 Waiting list

We will maintain a clear, fair and objective waiting list for children of each school year of admission. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in Appendix A. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

There is a process in place that considers parents continued interest in a place at an oversubscribed school. The school, as the admission authority, keeps a waiting list and offers places following the admission criteria above.

To remain on the waiting list, applicants will need to re-apply at the beginning of each academic year.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 5.6 below) must take precedence over those on the waiting list.

5.6 Fair Access Protocol

We participate in Essex County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

5.7 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

5.8 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

5.9 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

6. Mid-Year Admissions (applications for school places outside the normal admission round)

All mid-year applications should be made directly to the school. This must be done using the mid-year application form available to download on the school's website or from the school office.

Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Year 3.

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

Unless there is a significant and material change in circumstances, a second application received in the same academic year does not have to be determined by the admission authority and no second right of appeal will be given.

When there are more applications received on the same day than the number of places available, the school's admission criteria will be used to determine any offers that can be made.

7. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing, please follow this link to Essex County Council's website for further information;

After your school offer: Appeals | Essex County Council

Appeal Appeals - Section 1 - Essex County Council

You can find details of the school's appeals timetable on the following webpage:

https://www.perryfields-jun.essex.sch.uk/page/appeals/137134

Appeals will be heard by an independent appeal panel.

8. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

Appendix A – Oversubscription Criteria

Perryfields Junior School

In the event of oversubscription places for Perryfields Junior School will be allocated using the following criteria in the order given*:

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.

2. Priority will next be given to children who attend named feeder schools. Our named feeder school is Perryfields Infant School.

3. Children with a sibling attending the school or the partner infant school. Priority will next be given to children with siblings‡ on the roll of the school, or feeder schools, at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

4. Children of staff:
    a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
    b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Children living in the priority admission area. Parents can check in which school's priority admission area their address is located (if any) using the online 'Priority admission (catchment) area finder on Essex County Council's website See https://secureapps.essex.gov.uk/cas/Priority-Admissions-(Catchment)-Area.aspx

6. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

‡ LA sibling definition applies.

* For applications received after the start of Year 3 Looked After Children and previously looked after children will be given priority ahead of all other applicants.

Late applications are ranked using the same oversubscription criteria but follow all those submitted on time.