



**Stifford Clays  
Primary School**

# Admissions Policy

Date policy last reviewed: February  
2023

Last updated: 10 November 2022

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## Statement of intent

At Stifford Clays Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

Stifford Clays Primary School aim to create a secure and caring environment in which children can experience success and achieve their full potential within a broad and balanced curriculum. The value of personal, social and moral development is implicit in all that we do.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Academy trust	Schools Adjudicator	Thurrock Local Authority

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

## **2. Roles and responsibilities**

The trust board is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria does not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk, provided by Thurrock Council Admissions, is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The Head Teacher is responsible for:

- Liaising with the trust board where relevant regarding admitting pupils to the school.
- Working with the trust board when determining the school's capacity.
- Ensuring that the trust board has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

### **3. Determining a PAN**

The number of places available will be determined by the capacity of the school; the PAN for new reception pupils is 60.

The trust board will publish its PAN annually. The trust board will notify the LA of any increases to the agreed PANs, and will reference the changes on the school's website. The trust board will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the trust board decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

In line with statutory requirements, the trust board will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN; however, the trust board may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources.

### **4. Oversubscription criteria**

The trust board will aim to ensure that oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the trust board will apply the following oversubscription criteria, in order of priority given:

a) Looked after Children:

Children who are in care or previously in care or interim care of a local authority pursuant to sections 31 and 38 of the Children's Act 1989, or children who are accommodated by a local authority pursuant to section 20 of the Children's Act 1989.

b) Special Reasons

If you feel that there are special reasons as to why your child should have a priority admission to Stifford Clays Primary School, please write a supporting letter to your application and send it to Thurrock Council Admissions who will then forward it to the school for consideration.

c) Children living within the existing priority admission area for the School:

- i. Pupils who have brothers or sisters (siblings\*) attending the School at the date of admission.
- ii. Proximity of the pupil's home to the School's Pupil Entry Gate (by straight line measurement in metres) with those living nearer being accorded the higher priority.

d) Pupils living outside the existing priority admissions area for the school:

- i. Pupils who have brothers or sisters (siblings\*) attending the School at the date of admission.
- ii. Proximity of the pupil's home to the School's Pupil Entry Gate (by straight line measurement in metres) with those living nearer being accorded the higher priority.

In the event of over subscription the Local Authority will maintain a waiting list. Pupils on the list will be ranked in order of priority for admissions irrespective of the date of application. Placement on the waiting list does not affect the parents'/carers' right to appeal against an unsuccessful application.

If more than one student is entitled to the last place in a year group (as in twins, multiple births or same distance measurement), the Academy will offer a place to the additional student(s).

\* Sibling details: N.B.

For the purpose of allocating places, the following will be classified as siblings: – full siblings, step-siblings living at the same address, half-siblings living at the same address, long-term fostered siblings living at the same address.

The address on the application must be your child's permanent place of residence, not a business, relative, or carer/childminder's address. You may not use a temporarily rented address to secure a school place for your child.

The address will normally be the parents' address. If the parents do not live together, it should be the parental address where the child spends the majority of their time. This will normally be the main address held by the primary school and the address of the parent who receives child benefit in respect of the child.

If the final place allocated is to a family with twins or multiple births, the Academy will offer a place to the additional student(s).

If there is a tie for the final place where the students are from separate families, a place will be offered to both students.

When formulating the school's admission arrangements, the trust board will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility, and for children whose parents work at school.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

### **Equal opportunities**

The trust board will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the trust board can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the trust board can justify how this is a proportionate means of achieving a legitimate aim.

### **Admissions procedures**

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

## **5. Consultation, determination and publication**

### **Consultation**

The trust board will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The trust board will consult with the following:

- Parents of children between the ages of two and 18
- Stakeholders
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from

### **Determination and publication of admissions arrangements**

The trust board will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The trust board will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The trust board will provide the LA with all of the information it needs to compile the composite prospectus by 8 August in the determination year.

### **Variations**

The trust board will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The trust board may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.



## **6. Applications and offers**

### **Applications**

All parents who wish their children to attend our school must apply to Thurrock Council's Admissions Department early in the year, preceding the Academic Year that the child is due to be admitted into school. The Local Authority encourage applications to be made on the Thurrock Council Website: <https://www.thurrock.gov.uk/primary-school-admissions/applying-for-primary-school-place>

### **Offers**

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

### **Withdrawing an offer**

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the trust board will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

## **7. Coordination scheme**

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the trust board in the event that the scheme is changed substantially from the previous year. The LA will also consult with the trust board and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

The trust board is under a legal obligation, as the school's trust board, to participate in coordination for the normal admissions round, and will provide the LA with all information it needs to coordinate admissions.

## **8. In-year admissions**

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The trust board will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place, including whether the trust board will handle applications or whether the LA will accept these applications on its behalf.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The published in-year admissions arrangements will also provide a suitable application form for parents to complete, including a supplementary information form, where necessary, and set out when parents will be notified of the outcome of their application and details about the right to appeal.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The trust board will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

### **LA in-year coordination scheme**

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

## **9. Waiting list**

In the event of over subscription the Local Authority will maintain a waiting list. Pupils on the list will be ranked in order of priority for admissions irrespective of the date of application. Placement on the waiting list does not affect the parents'/carers' right to appeal against an unsuccessful application.

## **10. Admissions appeals**

Should you not be successful in securing a place at Stifford Clays Primary School for your child(ren), you have the right of appeal to an Independent Appeals Panel. For further details regarding the appeals process, or to request an Appeal Pack, please contact the Local Authority.

## **11. Monitoring and review**

This policy will be reviewed by the trust board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is January 2024.