



# Admissions Policy





## Policy on Admissions

### Introduction.

The Local Authority's Admissions Department allocates all places on behalf of the Governing body at Park Hall Academy. The LA applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

### Aims and objectives

We aim to:

- Ensure that all admissions to our school are managed equitably and according to Local Authority procedures.
- Be an inclusive school, welcoming children from all backgrounds and abilities. A child's level of ability is irrelevant to this school's admissions policy, we never discriminate on the grounds of gender, race or disability.
- Ensure that our admission procedures are clear and transparent and communicated to all members of our school community, including prospective parents and carers.

### Principles.

It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on places available.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, the Local Authority

Admissions team follows the admission arrangements on behalf of the school to determine whether a child is to be accepted or not.

### Practices and Procedures.

#### *How parents and carers can apply for their child to be admitted to our school.*

Our school is a community school and admission arrangements are determined by the Local Authority on behalf of the school. The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.

Parents and Carers should notify the school office of their desire to add their child/ren's names to our admissions records. This can be done at any time prior to the child's admission to school (the September following their third birthday). Applications to Nursery/Lower Foundation are usually submitted in March.

The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice.

You should register your preferences on-line at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions). If you have any difficulties or need further information or advice, please contact the Admissions Team on 01782 236885 or 236867. If you require assistance, our Office staff will also be able to assist.

Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at a particular school. Applications should be made online at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions). If you prefer you can complete a paper copy of the application form. This is available on the website or can be sent to you by the Admissions Team. The form should be returned to your preferred primary school. The Local Authority will notify parents and carers of their allocated place as soon as all applications have been considered.

In our school, children can enter the Foundation Stage in the September following their third birthday. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the date specified upon the admissions forms. Late applications will be considered once all other applications have been processed.

## Admissions to Upper Foundation Stage (F2 or Reception).

All applications for admissions to Upper Foundation/Reception are managed by Stoke-on-Trent City Council.

It is important to note that admissions to reception classes are entirely separate from nursery class admissions. If your child already attends a nursery class at the school of your preference, you must still complete an application form. Attending a nursery class does not guarantee a place in that school's reception class.

## Admission appeals

If the LA, does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase. Please contact the Admissions Team if you are unhappy with the allocated school place for your child.

Since September 2001, classes in Key Stage 1 are restricted to 30 pupils. The circumstances in which an appeal can be upheld are therefore limited.

Where a child has been refused admission to a school on "infant class size prejudice" grounds, an appeal panel can only offer a place to a child where it is satisfied that:

- a) the child would have been offered a place if the admission arrangements had been properly implemented;
- b) the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the Schools Admissions Code and the School Standards and Framework Act (SSFA) 1998; and/or
- c) the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. (There can be no appeal to the admissions for Nursery/Foundation Stage 1 places). An independent panel considers all such appeals and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal

arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

### **Admission Numbers.**

We have a Pupil Admission Number (PAN) based upon the school's net capacity. Places will be offered up to but not exceeding the Admission Number. The admission number for our school is 60.

In Lower Foundation, we admit up to 65 children as this ensures that the school can keep ratios in Lower Foundation Stage to 1:13. We keep this number under review and the governors may apply to change the number if circumstances change.

### **Class Size Pledge for Key Stage 1**

Regulations require that Foundation 2 (reception) and infant classes must have no more than 30 pupils per teacher. The only exception to this is whereby the Local Authority has used permitted exceptions. Regulations prescribe the limited circumstances in which pupils may be admitted as exceptions to the infant class size limit. These exceptions are:

- Children with **statements of special educational needs** who are admitted to the school after the normal admission round;
- Children moving into the area outside the normal admission round for whom there is no other available school within a reasonable distance. From February 2007, legislation has required admission authorities to get local authority confirmation that a child falls into this category before admitting them as a permitted exception. This means that the LA will need to check whether there are places available for the child at any other school within a reasonable distance of their home;
- Children admitted outside the normal admission round because the person responsible for making the original decision recognises that an **error was made** in implementing the school's admission arrangements and that a place should have been offered;
- Children admitted where an **admissions appeal panel upholds an appeal**;

- From February 2007, where the child is looked after and the local authority as the corporate parent either decides (as admission authority) to admit the child to one of its community or voluntary controlled schools, or directs another admission authority to admit the child outside the normal admissions round.

### **Fair Access Policy**

The local authority is required to have an In-Year Fair Access Protocol in order to ensure that access to education is secured quickly for children who have no school place and that all schools in the city admit their fair share of children with challenging behaviour. Once a child is identified as "difficult to place", the Admissions and Family Services Team will ask for a copy of his/her school record and any information relevant to the child's placement. In coming to a decision about the child's placement the local authority will take careful account of the views of the Principals and governing bodies of the schools named by the parent. In particular the local authority will take account of any genuine concerns about a Fair Access admission e.g. a previous serious breakdown in relationships between the family and the school, etc. Children without a school place must take precedence over children on a waiting list attending another school

### **Monitoring and review**

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the LA Admissions Department.

The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.

Signed: G Frost/Principal

Date: August 2017

Review Date August 2018