Admissions Policy

Date: September- 2023 - 2024

Admissions Policy

Aims and objectives

Park Hall Academy is an inclusive school, welcoming children from all backgrounds and abilities. We never discriminate on the grounds of gender, race or disability.

We aim to ensure that all admissions to our academy are managed equitably and are in compliance with the School Admissions Code of Practice (2014) and the statutory Appeals Code of Practice.

We aim to ensure that our admission procedures are clear and transparent and communicated to all members of our school community, including prospective parents and carers.

Admissions Process

Parents wishing to apply for a place at Park Hall Academy can apply online at www.stoke.gov.uk/admissions. If you require assistance or are unable to complete an online application, our office staff will be happy to assist you.
The form should be returned directly to Park Hall Academy or to the Local Authority by the published closing date.
Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at a particular school. ***We strongly advise*** all parents and carers to name their three preferred schools/academies in order of preference.

The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan (EHCP) is dealt with by a separate procedure. These children will be admitted to Park Hall Academy if our school is named on the EHCP/statement. This is a statutory entitlement under S.324 of the Education Act 1996.

Admissions to Nursery (Lower Foundation FS1)

Children aged three years by 31 August are able to attend our nursery provision (Lower Foundation) in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

Attendance at our nursery setting will not guarantee admission to our reception class (Upper Foundation).

As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

The same over subscription criteria apply to Nursery as to Reception applications.

Admissions to Reception (Upper Foundation Stage F2)

It is important to note that admissions to reception classes are entirely separate from nursery class admissions. All children who already attend a nursery setting in a school or an academy MUST complete an application form for a reception class place. Attending a nursery setting does not guarantee a place in that school's reception class.

Oversubscription criteria

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available, the Local Governing Committee, who are the admissions authority for Park Hall Academy, will operate the following oversubscription criteria in order to allocate places:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order 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) at the time of making an application to a school.)

2. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission.

3. Other children living within the catchment area of the school.

4. Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission.

5. Other children arranged in order of priority according to how near their home address point is to the Academy. Distance is measured by straight line measurement from the front door of the house to the main gate of the school as measured by the local authority geographical information system.

Where the distance is equal for 2 or more applicants, **a tie breaker** will be applied. This process will be independently verified by Stoke-on-Trent city council.

Admission Numbers.

We have a Pupil Admission Number (PAN) based upon the funding agreement for Park Hall Academy. Places will be offered up to but not exceeding the Admission Number. The admission number for Park Hall Academy is 60 pupils per year group.

Admission appeals

Park Hall Academy has a duty to comply with the Infant class size Regulations. These state that Reception and Key Stage 1 classes must not exceed 30 pupils per qualified teacher.

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 and send it to the following address:

https://www.stoke.gov.uk/info/20033/school_admissions/182/appeal_against_a_school_admission_decision

or in writing to:

The Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director's Office, City of Stoke – on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.

The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days.

In Year Admissions

Where applications for admissions into year groups other than at the normal point of entry occur they will be completed using an in year application transfer form. These must be passed directly to Park Hall Academy and the allocation of places will be made in line with the above oversubscription criteria.

Waiting List

Park Hall Academy will maintain a waiting list until the end of each academic year. Applications for inclusion on this waiting list must be made directly to Park Hall Academy and these will be ranked according to our over-subscription criteria. Parents and carers should be aware that a position on a waiting list is not fixed and applicants may move up or down the list. Inclusion on this list does not guarantee a pupil a place in our academy.

Monitoring and review

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

The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our academy or in the local area.

Signed: G Frost/Principal

Date: This is the admissions policy for 2023- 2024

Signed: **(Principal) G Frost**

(Chair of Governors) S Hawley

Version	Date	Comments	Review Date
1	November 2016	Conversion to academy	2018
2	Spring 2017 in preparation for September 2018	Amended, approved and issued	Spring 2024 in preparation for September 2025