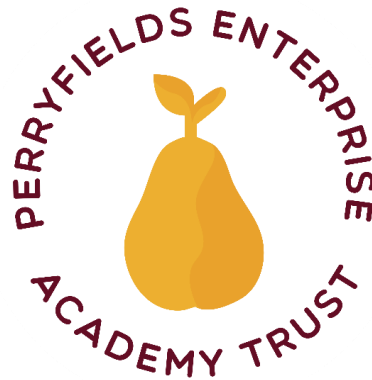


# Perryfields Enterprise Academy Trust

## Admissions Policy

For the Academic Year 2024/25



Admissions Policy	
Adapted From:	ECC
Reviewed:	October 2022
Approved By:	P.E.A.T Board
Approved Date:	3 November 2022
Consultation with local Admissions Authorities	Autumn Term 2022
Communicated to Staff	By: Email Date: 7 November 2022
Published on:	PJS website

<b>SUMMARY OF CHANGES FROM ADMISSION ARRANGEMENTS 2023/24</b>	
---	--

<b>Section</b>	<b>Detail</b>
Published Pan	Increase PAN from 68 to 96 for 2024/25 only

# Perryfields Enterprise Academy Trust

## Admissions Policy

### PUBLISHED PAN FOR PERRYFIELDS JUNIOR SCHOOL: 96

#### 1. Purpose

1.1 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. Admissions policy and procedure is governed by the Funding Agreement between the Trust and the Secretary of State and is in accordance with admissions law, and the Department for Education Codes of Practice (specifically, the School Admissions Code and the School Admissions Appeals Code).

#### 2. General principles

- 2.1 Each school in the Trust is inclusive and welcomes all applications for admission;
- 2.2 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;
- 2.3 Admissions to year groups without a PAN will be based upon (a) the size the size of teaching groups already existing in the School and (b) the efficient use of resources;
- 2.4 Each school participates in Essex County Council's (ECC) co-ordinated scheme for admission to the normal point of entry to the school.
- 2.5 Admission to any of the Trust's schools is not dependent on any ability test of voluntary financial contribution;
- 2.6 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;
- 2.7 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;
- 2.8 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**).
- 2.9 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;
- 2.10 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.

#### 3. Admission Arrangements

- 3.1 Normal admissions round
  - 3.1.1 Most pupils/students join a school in the Trust at the normal point of entry to the school (i.e. Reception Year for primary/infant schools and Year 3 for junior schools). Applications should be made in accordance with ECC's co-ordinated admissions arrangements and are administered by ECC's Admissions Team.
  - 3.1.2 Further information about the admissions process, the application form and the deadline dates for each year of entry are available on each Trust School's website.
  - 3.1.3 The co-ordinated admissions arrangements are non-preferential: applicants can make up to four choices based on their preferences, and they are placed on the list of all of the schools they name as a preference, but no reference is made to whether each school is their first, second or third choice.

- 3.1.4 The Admissions Manager then validates and assigns the oversubscription criteria for each application, before ranking the applications as per the school's oversubscription criteria.
- 3.1.5 The rankings are considered and agreed by the Headteacher, as delegated by the PEAT Board, prior to being returned to ECC in accordance with the published deadlines. The ECC Admissions Team then sort the data for all schools and generate a list of children who have been allocated a place at each school.
- 3.1.6 Late applications are ranked using the same oversubscription criteria but follow all those submitted on time.

#### **4. Admission Criteria**

Appendix A for the admission criteria of the individual schools.

#### **KEY DEFINITIONS**

##### ***Looked after Children***

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 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2014. A looked after child is a child who is either:

- (a) in the care of a local authority in England;
- (b) being provided with accommodation by a local authority in England in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989);
- (c) appears 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.

##### ***Children with Education Health Care Plans***

Children with statements/Education Health Care Plans for special educational needs that name the school on the paperwork are required to be admitted to a school regardless of their place in the priority order.

##### ***Distance tie breaker***

All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the admission authority not involved in admissions.

##### ***Siblings***

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

## **5. Applications for school places outside the normal admission round (Mid-Year Admissions)**

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.

### **Waiting 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.

### **Appeals against admission decisions**

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place is listed on the school website and is also available from the school office.

## Appendix A – 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. Looked After Children and previously looked after children (as defined in the Primary Education in Essex booklet).
2. Children applying for a Year 3 place and currently on role in Year 2 at Perryfields Infant School.
3. Children with a sibling‡ attending the school or the partner infant 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; See attached Map and description.
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.