



Admissions Policy

Review date: February 2023

Next Review: February 2024

Contents:

Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Determining a PAN](#)
4. [Oversubscription criteria](#)
5. [Consultation, determination and publication](#)
6. [Applications and offers](#)
7. [Coordination scheme](#)
8. [In-year admissions](#)
9. [Waiting list](#)
10. [Admissions appeals](#)
11. [Monitoring and review](#)

Statement of intent

At Shaw Primary Academy, 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.

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	Academy trust

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:

- Equal Opportunities Policy: Pupils
- Data Protection Policy
- Inclusion - Special Educational Needs and Disabilities (SEND) Policy

2. Roles and responsibilities

The governing body 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 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 headteacher is responsible for:

- Liaising with the governing body where relevant regarding admitting pupils to the school.
- Working with the governing body when determining the school's capacity.
- Ensuring that the governing body 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

Shaw has set a PAN of 60 pupils for Reception in 2024. A PAN of 60 also exists for years 1 to 6.

The governing body will publish its PAN annually. The governing body will notify the LA of any increases to the agreed PANs, and will reference the changes on the school's website. The governing body 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 governing body 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 governing body 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 governing body 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 governing body 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 governing body will apply the following oversubscription criteria, in order of priority given:

1. Looked after children and previously looked after children

Children in public care and children previously looked after children, including those 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, will automatically be given first priority over other categories where priority is claimed on the application form and validated by the local authority.

Looked after and previously looked after children will be considered to be: children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made.

Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

2. Special reasons

Priority for admission may be given where there are exceptional social, medical or educational reasons for admission to the school. These reasons must be supported by evidence from a relevant professional (e.g. a doctor or a social worker) and must be submitted with the application for admission. The purpose of this criterion is to give priority to pupils with a specific need that can be met specifically at one school rather than another. The threshold for a successful application under this criterion is high and such cases are likely to be rare since all schools are able to offer support and facilities for a wide range of needs.

3. Catchment area siblings

Children whose normal place of residence is in the catchment area of the school at the closing date for applications, and who will have a sibling at the school at the point of admission, in distance order with those living closer having higher priority.

4. Catchment area children

Children whose normal place of residence is in the catchment area at the closing date for applications in distance order with those living closer having higher priority.

5. Non-catchment area siblings

Children whose normal place of residence is outside the catchment area of the school at the closing date for applications and who will have a sibling at the school at the point of admission in distance order with those living closer having higher priority.

6. Non-catchment area children

Children whose normal place of residence is outside the catchment area at the closing date for applications in distance order with those living closer having higher priority.

Distance

The distance measurement used is the shortest straight line distance from home to school. The straight line distance measurement is taken from the front door of the home address to the main school gate. Addresses within the same apartment block will be regarded as a tie and resolved using the tie breaker.

Siblings

For the purpose of allocating places siblings will be defined as

- Full siblings living at the same address
- Step siblings living at the same address
- Half siblings living at the same address
- Long-term foster siblings living at the same address at the date of application and admission

Children attending a school nursery class

Admission to or attendance at the school's nursery class does not guarantee, or give any priority, for admission to the main part of the school.

Multiple births

When there are not enough places remaining in a particular criterion to allow all children from a multiple birth to be admitted within the published admission number, the local authority will admit the others as excepted pupils in the terms of the infant class size legislation so as to allow all children from that multiple birth to attend the same school.

Tie breaker

In circumstances where more than one child is entitled to the same place the place will be offered using the random allocation system (a lottery). This process will be administered by the school admissions service and supervised by an independent witness.

Other offers

Applications that are not met with an offer of a preferred school will receive an offer at the catchment school if there are vacancies or at the next nearest school with vacancies. Distance measurement used to assess the next nearest school is shortest walking distance.

When formulating the school's admission arrangements, the governing body 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.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children

Equal opportunities

The governing body 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 governing body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the governing body 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.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for part of a day.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

5. Consultation, determination and publication

Consultation

The governing body 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 governing body will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The governing body 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 governing body 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 governing body 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 governing body 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 governing body 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 governing body 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

Parents will be provided with a common application form (CAF) by the LA where they will note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide the LA with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The governing body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status

- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures
- Questions regarding EAL and SEND will be asked, in order to ensure appropriate provision for the child.

Once a place has been offered, the governing body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the governing body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

To apply for a place in any year group from Reception to Year 6, at any time during the year, applications must be made via Thurrock Council. Detailed information about how to apply is available on Thurrock's Admissions website:

<https://www.thurrock.gov.uk/primary-school-admissions/applying-for-primary-school-place>

Nursery:

To apply for a place in our Nursery, please speak to a member of the school office staff who will provide you with an application form. The school's oversubscription criteria will be applied in the event that the number of applicants exceeds the number of Nursery spaces available.

Allocating places

The governing body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the governing body or an admissions committee established by the governing body. A clear record will be kept of all decisions made on applications, including in-year applications.

The governing body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the governing body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Inclusion - Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

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.

Where the school is oversubscribed, the governing body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

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 governing body 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 governing body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the governing body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

The governing body is under a legal obligation, as the school's governing body, 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 governing body 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 governing body 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 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 governing body 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

For admissions at the start of the academic year, the school will operate a waiting list which is maintained for the full duration of the academic year of entry. The list will set out the priority

for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

Admissions arrangements for requesting admission outside of the normal age group for the admissions round will be as they are for all other admissions. See 'Allocating Places' above.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by telephone call and will have the option of accepting or rejecting the place within 28 days.

10. Admissions appeals

Our Appeals Process is managed by Essex County Council and the procedures and parents can find information on their website:

<https://www.essex.gov.uk/after-your-school-offer/appeals>

Online appeal form:

https://essex-self.achieveservice.com/service/School_Appeals

Alternatively, they can download the [admission appeal form \(MS Word document, 43KB\)](#) if unable to submit an appeal online and post it to:

Statutory Appeals Officer

PO Box 11,
Chelmsford
CM1 1LX

Appeals hearings

Essex County Council publishes an appeals timetable on their website annually. The timetable complies with section three of the 'School Admission Appeals Code':

<https://www.essex.gov.uk/after-your-school-offer/appeals>

11. Monitoring and review

This policy will be reviewed by the governing body 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 February 2024.