

STOKE-ON-TRENT CITY COUNCIL

ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED NURSERY SETTINGS, PRIMARY SCHOOLS AND SECONDARY SCHOOLS FOR 2014/15

1. Nursery Provision

- 1.1 All but three of the primary schools in Stoke on Trent have nursery provision attached. In addition, Stoke on Trent has six nursery schools. Children aged three years by the 31 August are able to attend a nursery class or school in September. From September, 2014, this will consist of the statutory provision of 15 hours per week, with access to additional hours based on specific criteria which are being developed. Attendance at school is not a requirement at this age but is at the discretion of parents until a child becomes five years old, then s/he must start school in the following term.
- 1.2 **Oversubscription Criteria**
Where there are more applications for a nursery setting than there are places the following priorities will be used, in order, to allocate places:
1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
 2. Children living within the catchment who have an elder brother or sister at the school who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
 3. Other children living within the catchment.
 4. Children living outside the catchment who have an elder brother or sister at the school who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
 5. Children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.
- 1.3 Once the class is full a waiting list based on these criteria will be held until the end of September of that academic year.
- 1.4 Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.
- 1.5 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.

2. Primary Provision

- 2.1 Full time places in Foundation 2 (reception) classes in schools in Stoke-on-Trent are available in the September of the academic year in which a child becomes five years old. All applications for admission to community, voluntary controlled, voluntary aided schools and academies at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill out a common application form. This can be done on-line.

- 2.2 Schools have a Pupil Admission Number (PAN) for each year group, including the Foundation 2 (reception) class. The PAN is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the PAN. Regulations also require that Foundation 2 (reception) and infant classes must have no more than 30 pupils to each teacher.
- 2.3 Parents are asked to name three schools, in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their published admissions criteria. They cannot take account of where the school is placed in the order of preferences.
- 2.4 **Oversubscription Criteria**
Where there are more applications for a community or voluntary controlled primary school than there are places available, the Council will use the following priorities, in order, to allocate places:
1. Children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
 2. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
 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 (or at the linked junior school in the case of infant schools).
 5. Children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.
- 2.5 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.
- 2.6 The Council also has to comply with the "Infant Class Size" regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.
- 2.7 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.
- 2.8 Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Council will usually admit above the admission number (AN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

- 2.9 Deferred places - For admission to the 2012–13 school year, and subsequent years, children have to start school in the September following their fourth birthday. Parents of children who are offered a place at school before they are of compulsory school age are allowed to defer their child's entry until later in the school year. Parents may apply for a deferred place at a school offering them a place in the Foundation 2 (Reception) year at 4+ and they will be treated in the same way as all other applicants. On request, the place will be held but a parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.
- 2.10 Part-time provision - parents can request that their child takes up the place part-time until the child reaches compulsory school age.
- 2.11 Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

3. Secondary Provision

- 3.1 The Council manages admissions to secondary school for all the children who live in the City of Stoke-on-Trent and it uses an equal preference system. Parents are asked to name three schools as preferences. Their preferences may include community schools, voluntary aided schools, foundation schools, academies or maintained schools in other local authority areas. Parents may not name independent schools.
- 3.2 If children are not eligible for a place at any school which their parents have named as a preference, the Council will allocate to the child a place at the nearest appropriate school where there are places available after all other parents' preferences have been met.
- 3.3 For each community school the Council will draw up a list of children whose parent(s) have named that school among their preferences. The list will be drawn up in descending order of priority determined in accordance with the criteria set out below. At this stage the Council will take no account of the order of the preferences.
- 3.4 It is suggested that the Council should give priority to children in the following order:
1. Children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
 2. Children who have an older brother or sister attending at the time of admission
 3. Children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.
- 3.5 The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.
- 3.6 If the last eligible child is a twin, triplet or child of any other multiple birth, the Council will allocate places to the siblings even if that means exceeding the admission number.
- 3.7 Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the Council.

4. Additional Notes

- 4.1 Pupils with a Statement of Special Educational Need are considered separately and before everyone else and must be accepted by the school named on their Statement. They will count towards the school's admission number.
- 4.2 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.
- 4.3 Late applications will be considered alongside those received by the closing date only in the event of one of the following:
1. the family moved into the area after the deadline for the receipt of applications
 2. exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or
 3. an error on the part of the school.
 4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

- 4.4 Withdrawing an offer or a place – An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.
- 4.5 Copies of school catchment area maps are available from the Local Authority or individual schools.
- 4.6 Nursery Capacities and Pupil Admission Numbers

Nursery Capacity

Abbey Hulton Primary	30
Alexandra Infants	39
Ash Green Primary	60
Ball Green Primary	30
Bentilee	60
Blurton Primary	45
Burnwood	60
Carmountside Primary	26
Christ Church CE(C) Primary	30
Clarice Cliff Primary	60
Etruscan Primary	45
Forest Park Primary	52
Gladstone Primary	60
Glebe Primary	30
Goldenhill Primary	30
Grange	60

Greenways Primary	26
Hamilton Infants	52
Harpfield Primary	30
Heron Cross Primary	30
Hillside Primary	26
Holden Lane Primary	26
Hollywall Primary	30
Jackfield Infants	60
John Baskeyfield	60
Kingsland	60
Mill Hill Primary	60
Milton Primary	60
New Ford Primary	60
Newstead Primary	30
Northwood Infants	60
Norton Primary	26
Oakhill Primary	52
Packmoor Primary	60
Park Hall Primary	60
Priory Primary	52
Sandford Hill Primary	60
Smallthorne Primary	30
Sneyd Green Primary	52
St. Paul's CE(C) Primary	45
Summerbank Primary	45
The Willows	60
Thomas Boughey	45
Waterside Primary	45
Westfield	45
Weston Coyney Infants	75
Whitfield Valley Primary	45

Pupil Admission Numbers (PAN) of the community and voluntary controlled primary schools

Abbey Hulton Primary	30
Alexandra Infants	60
Alexandra Junior	60
Ash Green Primary	60
Ball Green Primary	45
Blurton Primary	60
Burnwood Primary	90
Carmountside Primary	30
Christchurch CE (C) Primary	30
Clarice Cliff Primary	60
Etruscan Primary	60
Forest Park Primary	60
Gladstone Primary	60
Glebe Primary	30
Goldenhill Primary	30
Greenways Primary	30
Grove Junior	120
Hamilton Infants	60
Harpfield Primary	30
Heron Cross Primary	60
Hillside Primary	30

Holden Lane Primary	30
Hollywall Primary	30
Jackfield Infants	60
John Baskeyfield VC CE (C) Primary	60
Kingsland CE (C) Primary	60
Maple Court Primary	60
Mill Hill Primary	60
Milton Primary	60
Moorpark Junior	60
New Ford Primary	60
Newstead Primary	60
Northwood Infants	60
Norton Primary	30
Oakhill Primary	60
Packmoor Primary	60
Park Hall Primary	60
Priory CE (C) Primary	60
Sandford Hill Primary	60
Sandon Primary	60
Smallthorne Primary	30
Sneyd Green Primary	90
St. John's CE (C) Primary	45
St. Paul's CE (C) Primary	45
Summerbank Central Primary	60
Waterside Primary	45
Weston Coyney Infants	60
Weston Coyney Junior	60
Whitfield Valley Primary	60
Willows Primary	90

Pupil Admission Numbers (PAN) of the community secondary schools

Holden Lane	220
Thistley Hough	210

- 4.6 In-year Admissions – where applications for places are made outside the normal admissions round, these should be made directly to the school. The City Council will make appropriate arrangements with schools for data sharing and pupil tracking.
- 4.7 The Council uses a Geographical Information system to calculate home to school distances. This determines co-ordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.
- 4.8 Waiting lists will be maintained until the end of the Autumn Term. A position on a waiting list is not fixed and applicants may move up and down the list. Inclusion on the list does not guarantee the ultimate provision of a place at this school.
- 4.9 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week.

COMMITTEE REPORT SIGN OFF SHEET

Admission Arrangements for Community and Voluntary Controlled Schools 2014/15			
Committee / Meeting Name:		Cabinet	Date: 28-03-13
Departmental Circulation	Signature (must <u>not</u> be typed)	Date	Comments
Reports must be signed off at every stage			
Report Author	Paul Gerrard	12-02-13	
Assistant Director			
Director			
Input From	Name	Date	Comments
HR			
Legal			
Finance			
Member Services			
Consultation	Name(s)	Date	Comments
Cabinet Member(s) <i>(if applicable)</i>			
Ward Member(s) <i>(if applicable)</i>			
Other Stakeholders <i>(if applicable)</i>			
Final Report Signed by Director / Assistant Director:			Date
Notes:			