



City of
Stoke-on-Trent

Information for parents

Primary Schools

2017-2018



Apply on-line for school places stoke.gov.uk/admissions

Introduction



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Starting at primary school is one of the most important steps in a child's life. This guide has been produced to provide you with the information to make that decision and sets out the steps necessary to make your application.



Applications open on
**MONDAY 3
OCTOBER 2016**

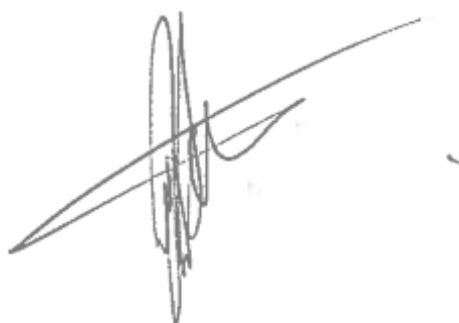
These are exciting times for our primary schools. All schools are working together to improve standards and to provide the best opportunities for children starting their education in Stoke-on-Trent. Most parents prefer their children to attend a local school and it is usually the case that such a place can be found for them. Where other school places are preferred, we will do our best to assist in the process of trying to meet your preference.



Deadline for applications
**SUNDAY 15
JANUARY 2017**

Please read this guide before making your decision. I also encourage you to visit your preferred schools to ask any questions on their provision. Each school also has additional information available via its website.

Applications should be made online at stoke.gov.uk/admissions or by completing an application form by **15 January 2017**. You will be informed of the outcome on **16 April 2017**. Staff in the Admissions and Transport Team can be contacted on **01782 234598** to provide assistance if you have any queries on making this application.



Dave Perrett

Assistant Director, Learning Services

The information contained in this booklet was accurate at the time of publication. Parents should refer to the website stoke.gov.uk/admissions for the latest information.

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The deadline for applications for a place at a primary school in Stoke-on-Trent for 2017 is **15 January 2017**.

Applications received after this deadline will be processed as soon as possible, but parental preferences expressed by the deadline will take priority.

Applying for a place at primary school

How do I apply for a school place?

You can apply for a Nursery or Reception place at a Stoke-on-Trent Primary (or Infant) school from 3 October 2016. If you live in the city, you should register your preferences on-line at stoke.gov.uk/admissions. Once the class is full, a waiting list will be kept.

All dates below relate to applications for a Reception place. **Deadlines and notification dates for Nursery applications are contained within a separate leaflet, "Admission to a Stoke-on-Trent Nursery Class or School"**. This is available on line at admissions@stoke.gov.uk

The benefits of applying on-line are:

- You will get an instant e-mail confirmation that your application has been received.
- You will be notified of the outcome of your application by e-mail on **16 April 2017**.
- You may edit your preferences on-line anytime before the closing date of **15 January 2017**.

If you are applying for a Church Aided School or Academy, **additional information such as a baptism certificate/faith reference will be required. This MUST be forwarded separately.** Please refer to the individual admissions policies for faith schools for which forms of additional information are necessary.

Please note: The required additional information relating to applications on faith grounds must be supplied. Failure to do so will affect the admissions criteria under which your application is considered.

You should express a preference for three schools on the form. These should be listed in order of preference.

It is most important that you include all of your preferences at this stage, as some schools will have more applications than they can take. Where we are unable to meet your preference, we will try to offer your next preferred school. Naming only one school on an application form does not increase the chances of being successful. Instead, it will mean that you can only be considered for places left at the end of the process, when other families have been given their second and third preferences. This

may result in your child being allocated a school place further away from your family home.

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 and Transport Team.

The form should be returned to your **preferred** primary school by **15 January 2017**. Please request a receipt for your completed form when you deliver to your preferred school. Your receipt should be kept safe.

Should you wish to change any of the details on your paper application, you can do so up until the closing date of **15 January 2017** by emailing Admissions and Transport Team via admissions@stoke.gov.uk or in writing to the Admissions and Transport Team, address on the back page.

Allocation letters to tell you the outcome of your application will be sent out on **16 April 2017**.

Pre-school education nursery schools, nursery classes and other early years settings

Stoke-on-Trent City Council is firmly committed to pre-school education. Nursery schools, nursery classes attached to primary schools, and early education settings provide a structured educational environment in which young children learn through play. This gives children an excellent foundation before starting primary school.

Children in Stoke-on-Trent are entitled to a minimum of a free part time place in a nursery school or class or other early years setting from the age of three. As a parent, you can choose from the following options:

- A maintained nursery school or class:
There are six nursery schools in the city and most primary schools have one or more nursery classes providing early education in a school environment;
- A private, independent or voluntary childcare setting:
Many day nurseries and pre-school playgroups across the city provide part time places for up to 15 hours per week, 38 weeks of the year. Early education in these settings is free, but you will have to pay for any additional time that your child attends for childcare purposes.

Parents of children whose third birthday falls on or before 31 August can apply for a place at a maintained nursery school or class. Schools will admit children either from September or from January. The youngest children may be offered a January start date as they may not be quite ready for school in the Autumn term.

The city council operates a co-ordinated scheme for admissions to its nursery schools and classes within Stoke-on-Trent and its city boundary. A separate leaflet and application form is available from schools and online at stoke.gov.uk/admissions

Nursery schools and primary schools with nursery units are shown in the list of schools on pages 15 (Nursery) and 22–27 (Primary). The letter “N” in the age-range column shows that the school has a nursery class.

Parents who prefer their child to benefit from early education in a private, independent or voluntary childcare setting are entitled to a free part-time place from the term following their child’s third birthday.

To access an early education place at a day nursery or pre-school playgroup, you should contact the setting directly. For a list of childcare settings that deliver early education, or for more information about the free entitlement to early education, contact Co-operative Working on **01782 232200**.



Attendance at a nursery class does not guarantee a place in a reception class at the same school.

However, statutory guidance for local authorities in relation to early education and childcare is changing in line with the Childcare Act 2016.

From September 2017, working parents of three and four-year-olds will be eligible for an additional 15 hours a week. This will be on top of the current universal entitlement of 15 hours a week of free early education for all three and four year olds. Eligibility for the additional hours will be determined by Her Majesty’s Revenue & Customs (HMRC).

For more information about eligibility for the additional 15 hours, please visit www.stoke.gov.uk/beststart or contact **01782 232200**.

Please note that in Stoke-on-Trent, some schools/ nursery schools provide 30 hours free early education for all children. Please contact the schools directly before making your application to check their current offer.

If you have any difficulties or need further information or advice, please contact the **Admissions and Transport Team** on **01782 234598**. We will do our best to help you.



What types of school are available in Stoke-on-Trent?

What types of school are available in Stoke-on-Trent?

Community Schools

A community school is run by the local authority, who will:

- employ the staff;
- own the land and buildings;
- decide which admissions criteria will be used to allocate places if the school has more applicants than places.

Community schools look to develop strong links with the local community, sometimes offering use of their facilities and providing services such as childcare and adult learning classes.

Voluntary Aided Schools

Voluntary-aided schools are mainly religious or 'faith' schools, although anyone can apply for a place. The governing body:

- employs the staff;
- sets the admissions criteria.

School buildings and land are normally owned by a religious or charitable organisation. The governing body contributes to building and maintenance costs.

Voluntary Controlled Schools

Voluntary controlled schools are similar to voluntary aided schools, but are run by the local authority. As with community schools, the local authority:

- employs the school staff;
- sets the admissions criteria.

School land and buildings are normally owned by a charity, often a religious organisation, which also appoints some of the members of the governing body.

Academies

These are state funded independent schools.

Starting school in a reception class

This section of the booklet applies to all infant, junior and primary schools. If you would prefer your child to attend a church school, please read very carefully the special rules which apply. These are detailed in each school's admissions policy which can be obtained from the relevant school. You should read all the information, before deciding which schools to nominate as your preferences.

Can I choose a primary school for my child?

Parents do not have a right to choose their child's school, but they do have the right to express a preference for the school(s) they would most like their child to attend.

Your preference must be met, unless to do so would "prejudice the provision of efficient education or the efficient use of resources" - for example, when a particular school is full.

If a school is over-subscribed and it is not possible to meet all parental preferences, your second and third preferences will be very important. It is, therefore, vital that you give careful consideration to which schools to name on the application form and in which order you name them. If your child has a Statement of Special Education Needs or Education, Health & Care Plan which names a particular school, your child must be given a place there.

Parental Responsibility

An application for a school place can only be made by someone with "parental responsibility" for the child.

The Children Act of 1989 requires schools to know who has "parental responsibility" for each child. This helps to ensure that everyone who has parental responsibility for a child is consulted about important decisions, even if s/he does not live with the child.



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Mothers always have parental responsibility, unless removed by the court. Fathers also have parental responsibility if married to the mother (and this carries on after any divorce/separation or re-marriage even if the child lives apart from them). Fathers named on the birth certificate, whether married or not, have parental responsibility. Unmarried fathers, step-fathers and other relatives who look after a child can obtain parental responsibility by applying to the court, but do not qualify automatically.

Please help the school to collect this information. If any changes occur in your family life, or if orders are made under the Children Act which affect your child, please tell the school.

If you need help with this matter, the Education Welfare Officer attached to the school will be pleased to assist.

The co-ordinated scheme

We operate a co-ordinated scheme of admissions covering all schools in the city and applications from city residents for schools in other authorities.

Full time places in Foundation 2 (reception) classes in schools in Stoke-on-Trent are available in September of the academic year in which a child becomes five years old. All applications for admission by 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 city council. This is known as the co-ordinated admissions scheme. To help this process, applicants are required to complete a common application form.

Schools have an Admission Number (AN) for each year group, including the Foundation 2 (reception) class. The Admission Number is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the Admission Number. Regulations also require that Foundation 2 and Key Stage one classes must have no more than 30 pupils per qualified teacher.

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.

We will pass preferences for Voluntary Aided schools and Academies to the governing bodies of those schools. The governing bodies are the admission authorities for those schools. The governing bodies will be asked to consider the applications in accordance with their own admissions policy and to return to the city council a list of children in priority order. We will consider the preferences for Community and Voluntary Controlled schools in accordance with their own admissions criteria and will draw up a list of children for each school in priority order.

We will allocate places at schools up to their Admission Number. If a child is eligible for a place at more than one school, a place will be offered at the school which is highest on their parent's preference list. This is called an equal preference system. The advantage of this system is that a child is more likely to gain a place at a school which is one of their parent's preferences. It must, however, be recognised that this could be at the expense of a child who lives further away but whose parent has named a particular school as a first preference.



Statement of Special Educational Needs or Education, Health & Care Plan

Statement of Special Educational Needs or Education, Health & Care Plan

Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan are considered separately and must be accepted by the school named on their Statement or Plan. They will count towards the school's admission number.

If your child has a Statement of Special Educational Needs or Education, Health & Care Plan, you may wish to contact the Statutory Assessment Section on **01782 236842** for advice.

Children and Young People have Special Educational Needs (SEN), if they have a learning difficulty which requires a greater level of SEN provision than most children and young people of their age. If your child has a Statement or Plan and is due to move from one sector of education to another, for example from pre-school to primary, or primary to secondary education, an annual review meeting will be held in the summer term of the academic year before they are to transfer, to ensure planning and preparation are in place for a smooth transition.

The SEN Policy and Inclusion Strategy set out the policy, principles and priorities on which arrangements for SEN are based. These documents can be found on our website stoke.gov.uk

If your child has a Statement of Special Educational Needs or Education, Health & Care Plan, it will need to be amended to name the school your child will attend. The annual review in the summer term, prior to their transfer a year later, will give you the opportunity to express a preference for the school you want your child to attend. We must agree your preference providing:

- The school is suitable for the child's age, ability and aptitude and the Special Educational Needs set out in Part 2 of the statement or as described in the Education, Health & Care Plan;
- The child's attendance is not compatible with the efficient education of other children in the school; and
- The placement is an efficient use of the local authority's resources.

It is generally expected that, if your child has made progress in a mainstream primary school, she/he will be able to make progress in a mainstream secondary school.

The arrangements for transfer of young people with a Statement are made by the SEN Monitoring and Assessment Service and so families of children with a Statement of Special Educational Needs or Education, Health & Care Plan do not need to complete an application form. If you have any queries please ring **01782 236842**.

SEND Information Advice and Support Service (SENDIASS)

The service provides information, advice and support to children with Special Educational Needs and/or Disabilities (SEND), their parents, and young people with SEND. We provide free, accurate, impartial information; advice and support on the special educational needs to enable children, their parents and young people to play an active and informed role in their education and care. We help to promote independence and self-advocacy.

We can support by:

- Listening to parents/carers/young people's views and concerns about their child/young person's special educational needs and disabilities;
- Offering accurate and unbiased information from independently trained staff;
- Offering support when a child or young person with special educational needs or disabilities needs extra help in an educational setting;
- Offering support in attending meetings, writing letters/reports and filling in forms;
- Signposting to Parent/Carer forums and other relevant organisations.

We offer:

- A confidential telephone/email helpline;
- Individual support;
- A tailored information package;
- Support to understand and interpret information relating to Special Educational Needs and Disability (SEND);
- Guidance through the SEND processes and procedures;

- Advice on local policy and practice including the Law on SEN and Disability, Health and Social Care and Personal Budgets;
- Support to young people to enable them to participate fully in decisions about the outcomes they wish to achieve;
- Support for parents/carers and young people during an Education Health Care Plan (EHC) assessment;
- Support during the transfer of a Statement of SEND to an EHC Plan;
- Access to an Independent Supporter during an EHC assessment;
- Support relating to disagreement resolution;
- Access and support to an Independent Mediation Service;
- Support in understanding the Tribunal Appeal Process;
- Impartial information and advice on exclusions.
- Advice and support when children are out of school;
- Support if you are considering Elective Home Education;
- Home visits (in exceptional cases);
- Signposting to appropriate services including the Local Offer.

To find out more information, please contact:

Tel: **(01782) 234701 or 234847**

E-mail: iass@stoke.gov.uk

Website: www.sendiass-stoke.co.uk

The SEND Information Advice and Support Service Helpline is available: Monday - Friday: 10am to 3pm. An answerphone service is available outside of these hours.

What do I need to do?

You will need to make an application either on-line or by obtaining a paper copy of the form (see page 4). Each community school has a defined catchment area and most pupils go to the school which serves their local community (the 'catchment school').

Failure to complete an application could jeopardise a place at a local school for your child. If you are in any doubt about your catchment school, please contact the school or the Admissions and Transport Team on **01782 234598**.

Children of UK service personnel (UK Armed Forces)

Families of service personnel with a confirmed posting to the Stoke-on-Trent area, or crown servants returning from overseas to live in Stoke-on-Trent should provide the unit postal address or quartering area address. This will be used as the "address" when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address. For further information click on <http://bit.ly/2beN9rT>



How to decide which schools to apply for

Information about how places were allocated last year is available on pages 18 - 21. Look at that information and think about:

- what is the admission number of the school(s) you are interested in? (This is the number of children the school takes each year).
- how many applications were received for your preferred school(s) last year?
- how many children were on the waiting list for your preferred school(s)?
- are they likely to be full?
- are you in the school's catchment area (see the school's website for details of their catchment);
- how far away do you live from the school(s)?

The answers to these questions will give you an idea of how likely you are to get a place at the school(s). It is important to remember that the pattern of applications may differ from year to year. You can express three preferences and we would encourage you to do so. If you have a low priority (within the published oversubscription criteria for a school), you may not get a place at your preferred school.

We cannot reserve a place at the catchment school for your child. If you wish your child to attend your catchment school you must name it on your application form. (This does not apply if your child has a Statement of Special Educational Needs or Education, Health and Care Plan).

You should also note that we do not offer assistance with travel costs unless the pupil meets the travel criteria (see page 29 for more information).



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.

If you choose to complete a paper copy of the form and your child attends school outside of the city, the form should be returned directly to the Admissions and Transport Team, address on the back page.

Do second and third preferences matter?

You should name three schools on the form. It is most important that you include all of the preferences at this stage, as some schools may have more applications than they can take. In that situation, where we are unable to meet your first preference, we will try to offer your next preferred school. If you have a child in a school, especially one which is not your catchment school, you cannot assume that you will be allocated a place at that school.

Naming three preferences will not negatively affect your chances of securing a place at your first preference school. On the other hand, naming the same school more than once on the application form **cannot** increase the chances of you being successful. Instead, it could reduce your opportunity to secure a place at a second or third school within a reasonable distance from your home address.

How do I apply for a Voluntary Aided Church School?

If you wish to apply for a Voluntary Aided Church School as one of your preferences, you must include the school(s) as one of your three preferences on the form. Before deciding to name one of these schools as a preference, you must consider carefully your chances of being successful in gaining a place for your child. Details of these schools' admission policies can be found on our website or each school's website.



Deadline for applications
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Admissions to Church of England Voluntary Aided Primary Schools

Admissions to these schools are the responsibility of the schools' governors. If you wish your child to be considered for a place, you should name the school on the city council's application form. We will send a copy to the governors of the school for their attention. Further information may be obtained from:

The Lichfield Diocesan Board of Education St. Mary's House, The Close, Lichfield, Staffordshire WS13 2LD.
Telephone **01543 306040**

Admissions to Catholic Voluntary Aided Primary schools

Admissions to these schools are also the responsibility of the schools' governors. If you wish your child to be considered for a place, you should name the school on the city council's application form. We will then send a copy to the governors of the school for their attention. Further information may be obtained from:

Diocesan Education Service
Don Bosco House, Coventry Road,
Coleshill, B46 3EA
Tel: 01675 464755

Admissions to Academies

Admissions to these schools are also the responsibility of the schools' governors. As with all other schools, if you wish your child to be considered for a place, you should name the school on the application. We will then send a copy to the governors for their attention.

Criteria used to determine admissions to Foundation 2 (reception) classes at Community and Voluntary Controlled schools

Each community, voluntary controlled school and most academies are surrounded by a defined geographical area called its catchment area, from which it generally admits pupils, but there is no guarantee of a place for pupils living within it, nor for pupils who may move into the area at a later date. Catchment areas are reviewed regularly and the boundaries may be redrawn.

We will draw up a list for each school of children whose parents have named the school as a preference. We will use the following criteria to decide the order of priority (the top priority is a), then b) etc.):

- a) pupils in the care of the local authority (looked after children) or provided with accommodation by the authority as defined by Section 22 of the Children Act 1989 and children who were previously looked after but ceased to be so because they were adopted or became subject to a residency order or special guardianship order
- b) pupils living within the catchment area of the school who have an older brother or sister in attendance at the school at the time of admission or, for admission to an Infant School, at the linked Junior School, at the time of admission.

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 children of cohabiting parents and any other child living at the same residence under the terms of a Residence Order.

- c) other pupils living within the catchment area.
- d) pupils living outside the catchment area of the school who have an older brother or sister in attendance at the school.
- e) other pupils living outside the catchment area.

If priorities have to be decided within any of these categories, children will be placed in order of priority using a straight line measurement from child's home address point to the main entrance of the school.

We will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence. If the reasons concern the child's health or social wellbeing, documentary evidence **must** be provided by a medical practitioner or other social care professional.

If we consider 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.



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Home Address

The Home Address of a child is that at which the family live on the closing date for application. Should a family apply for a school place early in the application cycle and then move house, the change of address **MUST** be notified to the Admissions Team. The final date for address changes is **17 March 2017**. Failure to do so may result in the offered school place being withdrawn.

If a child lives with **parents with shared responsibilities**, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

No priority will be given for early application. Late applications will be considered individually. The local authority will normally accept applications received late for a genuine reason, for example, a single parent who has been ill, or a family that has recently returned from abroad. A late application is less likely to result in your child being allocated one of your preferred schools.

Applications from pupils resident outside the city will be judged according to the same criteria as applications from city-resident pupils. They will be ranked according to the same priorities.

NB: The admission policy for **Willows Primary School** gives equal priority in Category C to pupils in catchment with an older sibling already at the school and pupils living outside the catchment area, who have an older sibling attending the hearing unit.



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Fraudulent Applications

If a place is offered on a fraudulent or intentionally misleading application from a parent, this may effectively deny a place to a child with a stronger claim. In that situation the offered place will be withdrawn.

Places can be withdrawn if the address used on the application form is not the address where the child lives. Where an offer is withdrawn on the basis of misleading information, the application must be considered again, and Right of Appeal can be offered.

What do I do if I don't get the school that is my preference?

You should firstly call the Admissions Team on **01782 234598** to talk about the options available. There may be a place available at your catchment school, or possibly a place at another school that you had not thought about before. If applicable, we will explain how you can change your preferences.

Additional information and advice is available from ACE (Advisory Centre for Education) on the free phone number **020 88883377**.

You can appeal against the decision to an Independent Appeals Panel set up by the Democratic Services Team of Stoke-on-Trent City Council.

You should be aware that the law on class-sizes in reception classes restricts the grounds on which an appeal can be upheld. See page 25 for further information regarding class size exceptions.

Local Authority Offers

If it is not possible to offer any of your preferences, by law we **must** make an offer of the nearest school that has a place. This is not done until after we have considered all the preferences. We make a Local Authority offer to ensure that no Stoke-on-Trent child, for whom an application has been received, is without a school place for September. Parents / Carers can accept or decline this offer and have a legal Right of Appeal (ROA) in respect of any of their unsuccessful preferences. A school place can only be refused in writing. This should only be done once an alternative school place has been secured.

We also operate a waiting list process and your child's name will automatically be added to the waiting list of any Stoke-on-Trent school of a higher preference than the one offered. The waiting lists are maintained in the order of the Admissions Policy relating to that school. Your child's position on any waiting list can go up and down, as it can be affected by other families and their changing circumstances. For example:

- if a family with a higher priority moves away and withdraws their application for a school place, your child will move up the list;
- if a child moves into the area, closer to the school you would like, your child will move down the list.

Where families decline allocated places, those places will be allocated to pupils on the waiting list, in priority order. Each year a number of places become available and are offered to families on the waiting list. This process continues for as long as changes are requested by families within the city.

Schools in other local authorities

If you would prefer your child to go to a school out of the city, you should name the school on the city's application form and we will send a copy to the appropriate local authority. You are strongly advised, however, to name two other preferences on the form, in case this preference cannot be met.

Independent or Private Schools

We do not provide funding for pupils to be educated at private day or boarding or free schools (except where such provision is necessary for children with a Statement of Special Educational Needs or Education, Health & Care Plan).

Boarding Schools

We do not run any primary schools which offer boarding facilities and do not normally provide funding for pupils to attend boarding schools in other areas (except where it is necessary for children with a Statement of Special Educational Needs or Education, Health & Care Plan).



Transferring from an infant school to a junior school

If your child is in Year 2 at one of our five infant schools, s/he will normally transfer to the linked junior school.

Transferring to the linked school ensures minimal disruption to each child's education. It is, however, still necessary to complete an appropriate application form, which will be sent to your child's infant school.

To apply for a junior school place you must return the completed form to your child's current infant school by **15 January 2017**. The form will then be passed to the Admissions and Transport Team for processing.

Parents will be informed of the result of their application on **16 April 2017**.



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In-year transfers

Transferring from one primary school to another

The legislation in relation to the In Year Admission Process changed with effect from September 2013. Since then parents contact schools directly for places.

If you are moving into Stoke-on-Trent or from one part of the city to another, and wish your child to change school, you should first discuss the matter with your child's present school.

If your child is experiencing difficulties at their current school and you consider that a transfer to an alternative school may be helpful, you should still discuss your child's situation with your current school before making a final decision. You should also think about how your child will get to an alternative school, which may be some distance away from your home.

If after discussion and careful consideration it is considered that a transfer may be beneficial to your child, you will need to complete an In-Year Transfer Request Form. This will be provided by the school that you wish your child to attend. Please be aware that some schools require supplementary information such as Baptismal Certificates.

Once you have completed the In-Year Transfer Request Form, you **must** return it directly to the school. The school will then tell you whether they can offer you a place. Should a place not be available for your child(ren), you may then approach another school. In this instance, the Local Authority will send you a letter confirming the refusal and in it will outline your Right of Appeal.

Nursery schools in Stoke-on-Trent

All children aged three and four are currently entitled to receive 15 hours early education for 38 weeks each year (term time).

However, statutory guidance for local authorities in relation to early education and childcare is changing in line with the Childcare Act 2016.

From September 2017, working parents of three and four-year-olds will be eligible for an additional 15 hours a week. This will be on top of the current universal entitlement of 15 hours a week of free early education for all three and four year olds. Eligibility for the additional hours will be determined by Her Majesty's Revenue & Customs (HMRC).

For more information about eligibility for the additional 15 hours, please visit www.stoke.gov.uk/beststart or contact **01782 232200**.

Some nursery schools offer places for two year olds. If you are eligible for two year old funding, your child is entitled to 15 hours early education for 38 weeks each year (term time only).

The number in the column headed "NOR" (number on roll) is the number of pupils in the school in Summer 2016. For schools with a nursery unit (shown by the letter 'N' in the Age Range column), the NOR includes the pupils attending the nursery (full-time equivalent).

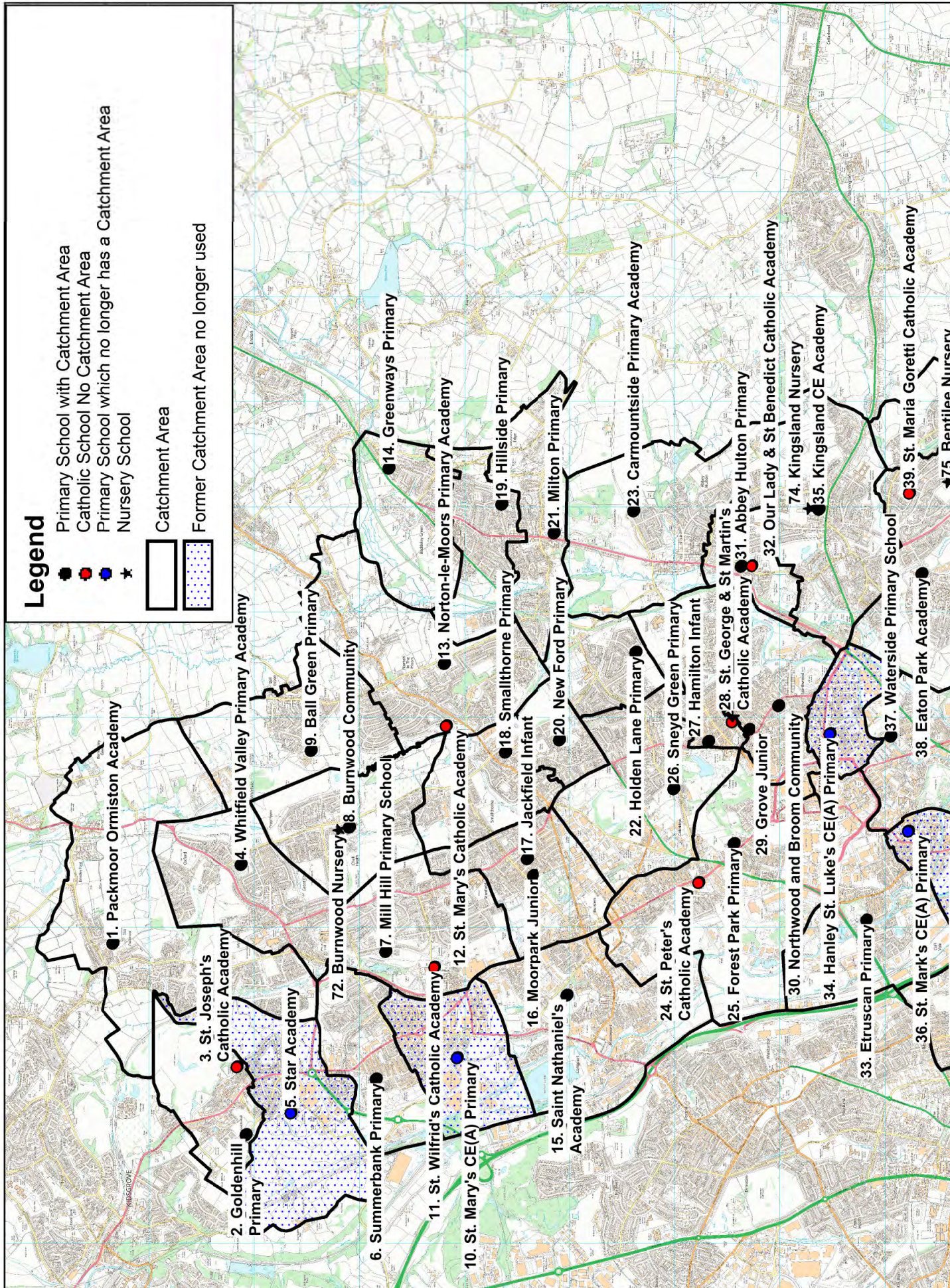
The AN (Admission Number) figure refers to the admission limit set for each school.

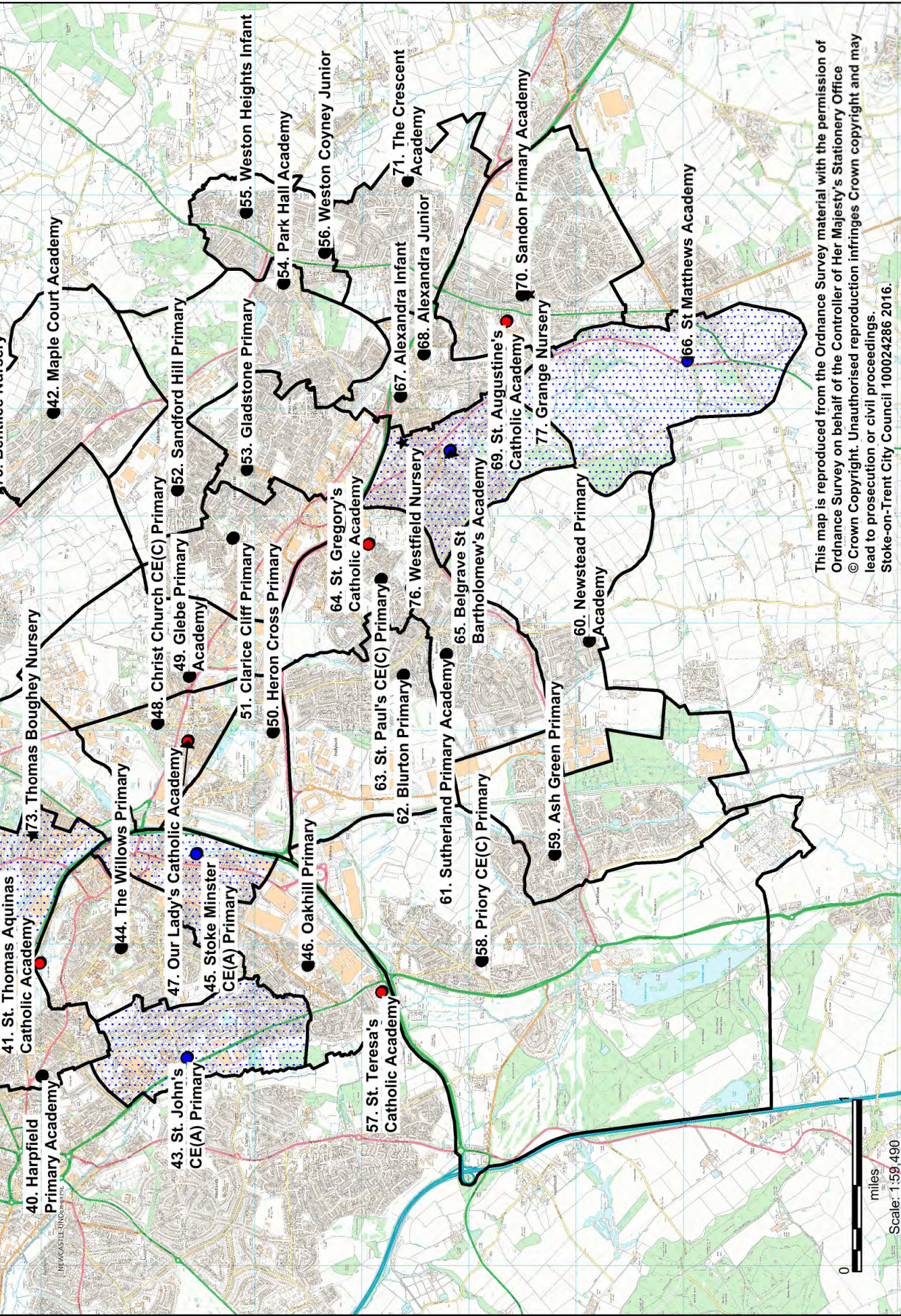
Please note that in Stoke-on-Trent, some schools/nursery schools provide 30 hours free early education for all children. Please contact the schools directly before making your application to check their current offer.

Nursery School	Map ref.	Telephone	Age	AN	NOR Summer 2016
Bentilee Nursery Headteacher: Miss Juliet Levingstone at Treehouse Children's Centre, Dawlish Drive, Bentilee, ST2 0HW	75	(01782) 235065	3+	78	78
Burnwood Nursery Headteacher: Mrs Diane Herbert Chell Heath Road, Chell Heath, ST6 6PB	72	(01782) 234416	3+	60	60
Grange Nursery Executive Headteacher: Mrs Rachel Beckett Harrowby Road, Meir, ST3 7AN	77	(01782) 319097	3+	60	56
Kingsland Nursery Executive Headteacher: Mrs Sara Goddard Eaves Lane, off Werrington Road, Bucknall, ST2 9AS	74	(01782) 234430	3+	60	60
Thomas Boughey Nursery Executive Headteacher: Mrs Michelle Johnstone College Road, Shelton, ST4 2DQ	73	(01782) 237125	3+	45	45
Westfield Nursery Executive Headteacher: Mrs Lisa Sarikaya Queensberry Road, Longton, ST3 1QZ	76	(01782) 235405	3+	45	39

N.B: Map Ref. - please see the map of local Nursery and Primary schools on the following page

Map of local schools





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 Stoke-on-Trent City Council 100024286 2016.

How places were allocated for September

Primary School	Published Admission Number	1st Prefs	2nd Prefs	3rd Prefs	Children in Care	SEN Children	Catchment Siblings
Abbey Hulton	30	29	23	14	2	0	3
Alexandra Infants	60	35	21	14	0	0	11
Ash Green	60	58	40	9	0	0	21
Ball Green	45	59	7	3	1	0	18
Belgrave St Bartholomews Academy	60	76	33	10	Last Child admitted under		
Blurton	60	47	23	19	0	1	20
Burnwood	90	64	14	4	2	2	23
Carmountside Primary Academy	30	25	7	11	0	0	8
Christchurch CE(C)	30	22	21	11	1	1	6
Clarice Cliff	60	57	23	13	1	0	18
Eaton Park Academy	60	80	32	20	2	0	26
Etruscan	60	55	17	9	0	0	23
Forest Park	60	67	22	7	0	2	31
Gladstone	60	64	47	34	3	0	12
Glebe Academy	30	37	35	16	0	0	6
Goldenhill	30	29	22	15	1	0	2
Greenways	30	33	22	26	1	0	3
Hamilton Infants	60	47	34	8	0	1	9
Harpfield Primary Academy	30	45	19	17	0	0	12
Heron Cross	60	43	11	9	0	1	6
Hillside	30	35	33	14	1	0	8
Holden Lane	30	26	7	10	0	0	10
Jackfield Infants	60	69	17	17	2	0	19
Kingsland CE(C)	60	66	38	16	1	0	15
Maple Court Academy	60	59	12	17	1	0	19
Mill Hill	60	66	22	29	0	0	25
Milton	60	37	19	23	1	0	1
New Ford	60	66	49	25	0	0	11
Newstead Primary Academy	60	49	11	16	3	0	10
Northwood & Broom Community	60	55	31	12	1	1	9
Norton-le-Moors Primary Academy	30	30	26	16	1	0	11
Oakhill	60	48	24	18	0	0	10
Our Lady & St. Benedict Catholic Academy	30	28	15	10	All ontime app		
Our Lady's Catholic Academy	30	31	14	10	Last Child Admitted under		
Packmoor	60	65	20	13	0	1	15
Park Hall Primary	60	69	39	27	0	0	8
Priory CE(C)	60	46	26	10	0	0	15

School is it's own admissions authority that follows their own admissions policy - Please refer to attached Booklet for Policy breakdown.

nt + s	Catchment	Non- Catchment + Siblings	Distance	Furthest Distance Admitted (miles)	Total Applications	LA Offers	Appeals Upheld	No. of Children Admitted
	8	9	9	0.959	66	0	N/A	31
	19	5	8	0.667	70	9	N/A	52
	26	4	9	2.111	107	0	0	60
	24	2	-	0.517	69	0	14	45
Criteria F (See policy in Appendix A)				0.114	119	0	0	61
	9	11	7	37.321	89	1	N/A	49
	23	7	11	6.519	82	20	N/A	88
	12	6	1	0.502	43	2	N/A	29
	5	7	4	6.381	54	2	N/A	26
	22	7	10	1.848	93	0	N/A	58
	27	7	-	0.934	132	0	1	62
	22	6	7	2.013	81	1	N/A	59
	25	2	0	0.662	96	0	0	60
	35	8	2	0.231	145	0	0	60
	17	7	-	1.546	88	0	0	30
	5	7	14	1.849	66	0	N/A	29
	7	7	12	1.13	81	0	1	30
	13	8	20	3.195	89	1	N/A	52
	18	-	-	0.323	81	0	0	30
	9	16	14	1.198	63	1	N/A	47
	13	9	-	0.303	82	0	0	31
	12	1	4	5.282	43	1	N/A	28
	27	8	4	0.479	103	0	0	60
	24	8	12	0.84	120	0	1	60
	29	10	1	0.45	88	0	0	60
	19	9	7	0.413	117	0	0	60
	12	9	23	2.759	79	6	N/A	52
	12	12	25	0.63	140	0	0	60
	15	3	19	106.312	76	1	N/A	51
	26	9	11	3.251	98	3	N/A	60
	9	5	3	0.612	72	0	N/A	29
	21	8	14	2.78	90	1	N/A	54
Applications were admitted				1.356	53	2	N/A	30
Criterion 8 (See policy in Appendix A)				1.094	55	0	N/A	30
	25	10	9	1.754	98	0	0	60
	17	18	17	0.727	135	0	1	60
	18	5	9	4.405	82	1	N/A	48

School is it's own admissions authority that follows the LA admissions policy



School oversubscribed on first preferences received

Primary School	Published Admission Number	1st Prefs	2nd Prefs	3rd Prefs	Children in Care	SEN Children	Catchment Siblings
Saint Nathaniel's Academy	60	63	9	15	0	0	17
Sandford Hill	60	62	39	13	0	0	3
Sandon Academy	60	69	14	6	1	1	27
Smallthorne	30	34	25	28	0	1	10
Sneyd Green	90	57	28	26	0	0	23
St. Augustine's Catholic	30	32	16	11	Last Child Admitted under		
St. George & St. Martin's Catholic	30	34	11	13	Last Child Admitted under		
St. Gregory's Catholic	60	69	46	23	Last Child Admitted under		
St. John's CE(A)	45	38	24	13	All ontime app		
St. Joseph's Catholic	30	30	16	13	Last Child Admitted under		
St. Luke's CE(A) Hanley	60	61	21	12	Last Child Admitted under		
St. Maria Goretti Catholic	30	28	20	8	Last Child Admitted under		
St. Mark's CE(A)	60	55	26	5	All ontime app		
St. Mary's Catholic Norton	30	32	34	22	Last Child Admitted under		
St. Mary's CE(A) Tunstall	60	72	41	24	Last Child Admitted under		
St. Matthew's CE Academy	15	12	17	15	Last Child Admitted under		
St. Paul's CE(C)	45	29	14	9	0	0	7
St. Peter's Catholic	30	38	37	11	Last Child Admitted under		
St. Teresa's Catholic	45	48	19	24	Last Child Admitted under		
St. Thomas Aquinas Catholic	30	38	25	14	Last Child Admitted under		
St. Wilfrid's Catholic	45	60	65	24	Last Child Admitted under		
Star Academy, Sandyford	30	29	9	5	All ontime app		
Stoke Minster CE(A)	60	43	8	11	All ontime app		
Summerbank	60	49	21	11	0	1	10
Sutherland Primary Academy	75	64	23	8	1	0	28
The Crescent Academy	90	87	15	15	0	0	33
The Willows	90	84	40	25	0	4	15
Waterside	45	60	27	16	0	1	7
Weston Heights Infant	75	51	27	24	0	0	3
Whitfield Valley Primary Academy	60	47	18	9	0	1	19
TOTAL NUMBER OF PLACES	3405	3,339					

School is it's own admissions authority that follows their own admissions policy - Please refer to attached Booklet for Policy breakdown.



Applications open on
**MONDAY 3
OCTOBER 2016**

nt + s	Catchment	Non- Catchment + Siblings	Distance	Furthest Distance Admitted (miles)	Total Applications	LA Offers	Appeals Upheld	No. of Children Admitted
	29	5	9	0.864	87	0	0	60
	15	14	27	1.038	114	0	0	59
	22	3	7	0.975	89	0	2	61
	12	6	1	0.246	87	0	0	30
	21	9	15	3.074	111	6	N/A	74
Criterion 8 (See policy in Appendix A)				0.622	59	0	N/A	30
Criterion 8 (See policy in Appendix A)				0.236	58	0	N/A	30
Criterion 8 (See policy in Appendix A)				0.813	138	0	0	60
Applications were admitted				2.212	75	1	N/A	38
Criterion 8 (See policy in Appendix A)				1.308	59	0	N/A	30
Criterion 7 (See policy in Appendix A))				2.78	94	0	N/A	60
Criterion 8 (See policy in Appendix A)				0.866	56	0	0	30
Applications were admitted				1.545	86	3	N/A	60
Criterion 8 (See policy in Appendix A)				0.435	88	0	N/A	30
Criterion 7 (See policy in Appendix A)				0.325	137	0	0	60
Criterion 7 (See policy in Appendix A)				1.845	44	0	N/A	15
	13	6	10	2.054	52	1	N/A	37
Criterion 8 (See policy in Appendix A)				0.17	86	0	N/A	30
Criterion 8 (See policy in Appendix A)				1.146	91	0	0	45
Criterion 8 (See policy in Appendix A)				0.568	77	0	0	30
Criterion 8 (See policy in Appendix A)				1.127	149	0	0	47
Applications were admitted				1.782	43	3	N/A	30
Applications were admitted				3.704	62	0	N/A	42
	13	16	10	1.737	81	9	N/A	59
	20	10	6	0.994	95	1	N/A	66
	42	7	7	1.203	117	0	N/A	89
	26	12	33	1.531	149	0	0	90
	16	10	10	0.901	103	0	0	44
	20	8	25	3	102	8	N/A	64
	18	5	7	1.642	74	1	N/A	51

School is its own admissions authority that follows the LA admissions policy



School oversubscribed on first preferences received

Deadline for applications

SUNDAY 15

JANUARY 2017

Primary schools in Stoke-on-Trent

Primary School	Map ref.	Telephone	Age*	AN	NOR Summer 2016
Abbey Hulton Primary Headteacher: Mrs Linda Williams School Road, Abbey Hulton, ST2 8BS W: abbeyhultonprimary.org.uk	31	(01782) 235551	N3-4 P4-11	N26 P30	N25 P203
Alexandra Infants Acting Executive Headteacher: Mrs Dawn Shaw Melville Road, Normacot, ST3 4PZ W: alexinfants.co.uk	67	(01782) 235505	N3-4 I4-7	N39 I60	N21 I145
Alexandra Junior Acting Headteacher: Miss Julie Rowe Meir Road, Normacot, ST3 7JG W: alexandra-jun.stoke.sch.uk	68	(01782) 235377	J7-11	J60	J219
Ash Green Primary† Headteacher: Mrs Ruth Foster The Lea, Trentham, ST4 8BX W: ashgreenprimary.co.uk	59	(01782) 658977	N3-4 P4-11	N60 P60	N58 P430
Ball Green Primary† Headteacher: Miss Lisa Gulley Whitfield Road, Ball Green, ST6 8AJ W: ballgreenprimary.co.uk	9	(01782) 234811	N3-4 P4-11	N30 P45	N45 P232
Belgrave St Bartholomew's Academy Principal: Mrs Lisa Sarikaya Sussex Place, Longton, ST3 4TP W: belgraveacademy.org.uk	65	(01782) 235523	N3-4 P4-11	N60 P60	N60 P424
Blurton Primary† Headteacher: Mrs Emma Gater Poplar Drive, Blurton, ST3 3AZ W: blurtonprimaryschool.org.uk	62	(01782) 235025	N3-4 P4-11	N45 P60	N41 P329
Burnwood Community School Headteacher: Mrs Diane Herbert Chell Heath Road, Chell Heath, ST6 7LP W: burnwoodcommunityschool.co.uk	8	(01782) 235577	P4-11	P90	P418
Carmountside Primary Academy Headteacher: Mrs Lisa Challinor Woodhead Rd, Abbey Hulton, ST2 8DJ W: carmountsideprimary.org.uk	23	(01782) 234676	N3-4 P4-11	N26 P30	N25 P179
Christ Church CE (C) Primary† Headteacher: Mrs Paula Scattergood William Street, Fenton, ST4 2JG W: www.christchurchfenton.co.uk	48	(01782) 234834	N3-4 P4-11	N30 P30	N30 P198
Clarice Cliff Primary † Headteacher: Mrs Diane Broadhurst Goldenhill Road, Fenton, ST4 3DP W: claricecliffprimary.co.uk	51	(01782) 881480	N3-4 P4-11	N60 P60	N59 P388
Eaton Park Academy Principal: Mrs Louise Brammer Arbourfield Drive, Bucknall, ST2 9PF W: eatonparkacademy.co.uk	38	(01782) 234760	N3-4 P4-11	N60 P60	N60 P419
Etruscan Primary Executive Headteacher: Mrs Michelle Johnstone Dundee Road, Etruria, ST1 4BS W: etruscan.stoke.sch.uk	33	(01782) 235711	N3-4 P4-11	N45 P60	N45 P310

*P = Primary, I = Infant, J = Junior and N = Nursery

†Planning to become an academy

Primary School	Map ref.	Telephone	Age*	AN	NOR Summer 2016
Forest Park Primary Headteacher: Miss Louise Irving Woodall Street, Hanley, ST1 5ED W: forestpark.org.uk	25	(01782) 234979	N3-4 P4-11	N52 P60	N52 P397
Gladstone Primary † Headteacher: Mrs Elaine Preston Anchor Road, Longton, ST3 5EW W: gladstone.stoke.sch.uk	53	(01782) 957267	N3-4 P4-11	N60 P60	N60 P422
Glebe Academy Principal: Mrs Suzanne Oakes-Smith Park Place, Fenton, ST4 3HZ W: glebeacademy.co.uk	49	(01782) 234868	N3-4 P4-11	N30 P30	N30 P203
Goldenhill Primary † Headteacher: Mr Steven Martin Broadfield Road, Goldenhill, ST6 4QE W: www.goldenhill.stoke.sch.uk	2	(01782) 235790	N3-4 P4-11	N30 P30	N30 P203
Greenways Primary † Executive Headteacher: Mrs Christine Dean Nursery Avenue, Stockton Brook, ST9 9NY W: greenwaysprimary.co.uk	14	(01782) 235333	N3-4 P4-11	N26 P30	N26 P216
Grove Junior † Headteacher: Mrs Nicola McIntyre Turner Street, Northwood, ST1 2NL W: grovejunior.co.uk	29	(01782) 234550	J7-11	J120	J376
Hamilton Infant School † Executive Headteacher: Mrs Stephanie Moran Barthomley Road, Birches Head, ST1 6NW W: hamilton.stoke.sch.uk	27	(01782) 234420	N3-4 I4-7	N60 I60	N51 I178
Hanley St Luke's CE (A) Primary Headteacher: Mr Mark Barlow, Wellington Road, Hanley, ST1 3QH W: hanleystlukes.com	34	(01782) 234390	N3-4 P4-11	N60 P60	N59 P414
Harpfield Primary Academy Principle: Mr Richard Woollacott Palmers Green, Hartshill, ST4 6AP W: harpfieldprimaryacademy.org.uk	40	(01782) 234984	N3-4 P4-11	N30 P30	N26 P191
Heron Cross Primary Headteacher: Mrs Dorrie Shenton Grove Road, Heron Cross, ST4 4LJ W: heroncross.stoke.sch.uk	50	(01782) 233565	N3-4 P4-11	N39 P60	N50 P290
Hillside Primary Headteacher: Mrs Karen Schonau Field Avenue, Baddeley Green, ST2 7AS W: hillside.stoke.sch.uk	19	(01782) 235350	N3-4 P4-11	N26 P30	N26 P218
Holden Lane Primary Headteacher: Miss Clare Thomas Ralph Drive, Sneyd Green, ST1 6JS W: holdenlane-pri.stoke.sch.uk	22	(01782) 234890	N3-4 P4-11	N26 P30	N23 P184
Jackfield Infant Acting Executive Headteacher: Mrs Dawn Shaw Jackfield Street, Burslem, ST6 1ET W: jackfield.stoke.sch.uk	17	(01782) 234450	N3-4 I4-7	N60 I60	N60 I180
Kingsland CE Academy * Principal: Mrs Sara Goddard Werrington Road, Bucknall, ST2 9AS W: kingslandceacademy.co.uk	35	(01782) 234430	P4-11	P60	P384

Details of how places were allocated to each school for September 2015 can be found on pages 18–21.

Primary School	Map ref.	Telephone	Age*	AN	NOR Summer 2016
Maple Court Academy Principal: Mr Jonathan Baddeley Beverley Drive, Bentilee, ST2 0QD W: maplecourt.stoke.sch.uk	42	(01782) 235095 / 236556	P4-11	P60	P462
Mill Hill Primary † Headteacher: Mrs Sharon Bates Sunnyside Avenue, Tunstall, ST6 6ED W: millhill@sgfl.org.uk	7	(01782) 234466	P4-11	N60 P60	N59 P462
Milton Primary Executive Headteacher: Mrs Christine Dean Leek Road, Milton, ST2 7AF W: milton@miltonprimary.org.uk	21	(01782) 234780	N3-4 P4-11	N52 P60	N38 P376
Moorpark Junior Headteacher: Mrs Karen Peters Park Road, Burslem, ST6 1EL W: moorpark.stoke.sch.uk	16	(01782) 234440	J7-11	J60	J229
New Ford Primary † Headteacher: Miss Sam Ashley Brownley Road, Smallthorne, ST6 1PY W: newford.org.uk	20	(01782) 234605	N3-4 P4-11	N60 P60	N60 P418
Newstead Primary Academy Executive Headteacher: Mrs Helen Stocking Waterside Drive, Blurton, ST3 3LQ W: newstead.stoke.sch.uk	60	(01782) 235490	N3-4 P4-11	N39 P60	N39 P248
Northwood Broom Community School † Executive Headteacher: Mrs Stephanie Moran Keelings Road, Northwood, ST1 6QA W: northwoodbroom.co.uk	30	(01782) 234379	N3-4 I4-7	N60 I60	N59 I177
Norton-le-Moors Primary Academy Headteacher: Mrs Maxine Rizk Norton Lane, Norton-in-the-Moors, ST6 8BZ W: norton.stoke.sch.uk	13	(01782) 234792	N3-4 P4-11	N26 P30	N26 P227
Oakhill Primary Headteacher: Mrs Joanna Leach Rookery Lane, Oakhill, ST4 5NS W: oakhillprimarieschool.co.uk	46	(01782) 235238	N3-4 P4-11	N52 P60	N50 P362
Our Lady's Catholic Academy Headteacher: Mrs Karyn Oakley Watkin Street, Fenton, ST4 4NP W: ourladysca.org.uk	47	(01782) 235385	N3-4 P4-11	N26 P30	N26 P199
Our Lady and St Benedict Catholic Academy Headteacher: Mrs Debbie Sims Abbey Lane, Abbey Hulton, ST2 8AU W: olsbprimary.org.uk	32	(01782) 234646	N3-4 P4-11	N26 P30	N17 P173
Packmoor Ormiston Academy Headteacher: Mrs Sharon May Carr Street, Packmoor, ST7 4SP W: packmoorormiston.co.uk	1	(01782) 234544	N3-4 P4-11	N60 P60	N42 P398
Park Hall Primary † Principal: Mrs Georgina Frost Carberry Way, Weston Coyney, ST3 5QU W: www.parkhallacademy.co.uk	54	(01782) 312384	N3-4 P4-11	N60 P60	N60 P419
Priory CE (C) Primary Headteacher: Miss Pam Keen Jubilee Road, Trentham, ST4 8EF W: prioryceprimary.org.uk	58	(01782) 233585	N3-4 P4-11	N52 P60	N44 P383

*P = Primary, I = Infant, J = Junior and N = Nursery

†Planning to become an academy

Primary School	Map ref.	Telephone	Age*	AN	NOR Summer 2016
Sandford Hill Primary Headteacher: Mr David Wardle Clayfield Grove, Longton, ST3 5AQ W: sandfordhill.org.uk	52	(01782) 235511	N3-4 P4-11	N60 P60	N60 P418
Sandon Primary Academy Principal: Mrs Rachel Beckett Normacot Grange Road, Meir, ST3 7AW W: sandonprimaryacademy.com W: sandonprimaryacademy.com/grange-nursery-school.html	70	(01782) 319097	P4-11	P60	P373
Smallthorne Primary[†] Headteacher: Mr Chris Crook Chetwynd Street, Smallthorne, ST6 1PR W: smallthorneprimary.org.uk	18	(01782) 235265	N3-4 P4-11	N30 P30	N30 P204
Sneyd Green Primary Headteacher: Mrs Rosina Lee Sneyd Street, Sneyd Green, ST6 2NS W: sneydgreen.stoke.sch.uk	26	(01782) 234460	N3-4 P4-11	N52 P90	N49 P411
St Augustine's Catholic Academy Principal Mrs Lisa Machin Sandon Road, Meir, ST3 7DF W: office@staca.org.uk	69	(01782) 319504	N3-4 P4-11	N26 P30	N25 P204
St George and St Martin's Catholic Academy Principal: Mrs Dawn Farmer Boulton Street, Birches Head, ST1 2NQ W: sgsmacademy.co.uk	28	(01782) 234384	N3-4 P4-11	N30 P30	N30 P213
St Gregory's Catholic Academy Executive Headteacher: Mrs Margaret Yates Spring Garden Road, Longton, ST3 2QN W: saintgregorys.org.uk	64	(01782) 235340	N3-4 P4-11	N52 P60	N52 P362
St John's CE (A) Primary Headteacher: Mrs Pauline Bloor Wheatly Avenue, Stoke-on-Trent, ST4 6SB W: stjohns.stoke.sch.uk	43	(01782) 238889	N3-4 P4-11	N39 P45	N38 P288
St Joseph's Catholic Academy Principal: Mrs Elizabeth Thomas Mobberley Road, Goldenhill, ST6 5RN W: stjosephscatholicprimary.org.uk	3	(01782) 235393	N3-4 P4-11	N30 P30	N28 P223
St Maria Goretti Catholic Academy Executive Headteacher: Mrs Margaret Yates Aylesbury Road, Bentilee, ST2 0LY W: stmariagoretti.org.uk	39	(01782) 234737	N3-4 P4-11	N26 P30	N26 P209
St Mark's CE (A) Primary Executive Headteacher: Mrs Michelle Johnstone Wood Terrace, Shelton, ST1 4LR W: stmarksprimary.org.uk	36	(01782) 234411	P4-11	P60	P395
St Mary's CE (A) Primary[†] Headteacher: Mrs Gill James Ladywell Road, Tunstall, ST6 5DE W: office@stmarysce.org.uk	10	(01782) 235337	N3-4 P4-11	N60 P60	N60 P425
St Mary's Catholic Academy Principal: Mr Ian Beardmore Ford Green Road, Norton, ST6 8EZ W: stmarysstoke.co.uk	12	(01782) 234820	N3-4 P4-11	N26 P30	N24 P213
St Matthew's CE Academy Principal: Mrs Yynda Thomas Lightwood Road, Rough Close, ST3 7NE W: stmatthews.stoke.sch.uk	66	(01782) 394890	P4-11	P15	P101

Primary School	Map ref.	Telephone	Age*	AN	NOR Summer 2016
Saint Nathaniel's Academy Principal: Mr Sean Thomson Westport Road, Burslem, ST6 4JG W: saintnathaniels.org.uk	15	(01782) 234950	N3-4 P4-11	N60 P60	N60 P402
St Paul's CE (C) Primary Headteacher: Mrs Sandra Hearson Byatts Grove, Longton, ST3 2RH W: stpaulsprimaryschool.org.uk	63	(01782) 235051	N3-4 P4-11	N45 P45	N39 P297
St Peter's Catholic Academy Headteacher: Mrs Rossanna Snee Waterloo Road, Cobridge, ST6 3HL W: st-peters-catholic.stoke.sch.uk	24	(01782) 235040	N3-4 P4-11	N30 P30	N30 P209
St Teresa's Catholic (A) Primary Headteacher: Mr Nathan Price Stone Road, Trent Vale, ST4 6SP W: st-teresas.stoke.sch.uk	57	(01782) 235005	N3-4 P4-11	N45 P45	N45 P310
St Thomas Aquinas Catholic (A) Primary Headteacher: Mrs P Bekalo North Street, Stoke-on-Trent, ST4 7DG W: st-thomasaquinas.stoke.sch.uk	41	(01782) 234919	N3-4 P4-11	N30 P30	N28 P208
St Wilfrid's Catholic Academy Headteacher: Mrs Dianne Mason Queen's Avenue, Tunstall, ST6 6EE W: st-wilfrid.stoke.sch.uk	11	(01782) 235676	N3-4 P4-11	N45 P45	N45 P315
Star Academy Principal: Miss Nicky Broomhall Burnaby Road, Sandyford, ST6 5PT W: staracademy.attrust.org.uk	5	(01782) 235055	N3-4 P4-11	N30 P30	N30 P173
Stoke Minster CE (A) Primary† Headteacher: Mrs Lynne Willis Boothan Old Road, Stoke-on-Trent, ST4 4EE W: stokeminster.stoke.sch.uk	45	(01782) 234800	N3-4 P4-11	N39 P60	N39 P342
Summerbank Primary† Headteacher: Mr Robert Shenton Summerbank Road, Tunstall, ST6 5HA W: summerbank.co.uk	6	(01782) 233611	N3-4 P4-11	N52 P60	N51 P324
Sutherland Primary Academy Head of Academy: Mr Garry Boote Beaconsfield Drive, Blurton, ST3 3DY W: ssutherlandprimary.c o.uk	61	(01782) 233977	N3-4 P4-11	N60 P75	N50 P459
The Crescent Academy Executive Principal: Mr David Alston Pinewood Crescent, Meir, ST3 6HZ W: thecrescentacademy.com	71	(01782) 318145	N3-4 P4-11	N78 P90	N75 P520
The Willows Primary Headteacher: Mrs Sarah Thursfield Greatbatch Avenue, Penkhull, ST4 7JU W: willowsprimary.com	44	(01782) 233280	N3-4 P4-11	N60 P90	N61 P510
Waterside Primary Headteacher: Mrs Joanne Knowles Eastwood Road, Stoke-on-Trent, ST1 3JS W: office@watersideprimary.org.uk.	37	(01782) 234630	N3-4 P4-11	N45 P45	N45 P273
Weston Heights Infant School Executive Headteacher: Mrs Kathryn Clayton West Street, Weston Coyney, ST3 6PT W: whinfants.co.uk	55	(01782) 319607 / 596848	N3-4 I4-7	N65 I75	N68 I203

*P = Primary, I = Infant, J = Junior and N = Nursery

†Planning to become an academy

Primary School	Map ref.	Telephone	Age*	AN	NOR Summer 2016
Weston Coyney Junior School Executive Headteacher: Mrs Kathryn Clayton Princess Drive, Weston Coyney, ST3 6NG W: westoncoyney-jun.stoke.sch.uk	56	(01782) 312112	J7-11	J75	J220
Whitfield Valley Primary Academy Executive Headteacher: Mrs Helen Stocking Oxford Road, Fegg Hayes, ST6 6TD W: whitfieldv.org.uk	4	(01782) 23457	N3-4 P4-11	N45 P60	N45 P313



Right of Appeal

Community and Voluntary Controlled Schools

If we are not able to offer your child a place at your preferred school, you may wish to discuss your child's situation with the Admissions and Transport Team. They will be pleased to help you. If you are still unhappy, you have a right to appeal to an Independent Appeals Panel.

If you believe you have the grounds to appeal, you must complete an appeal form and return it to the appropriate address given on the appeal form.

The deadline for Appeals is Tuesday 16th May 2017. Failure to meet this deadline may result in your appeal not being heard until September 2017.

An appeals form and information is available from the Admissions and Transport Team or on the website stoke.gov.uk/education.

All appeals will be considered by an Appeal Panel constituted in accordance with the provisions of the School Standards and Framework Act (SSFA) 1998. The Appeal Panel normally consists of three independent people. None of them work for the city council or will have been involved with your case. The panel is independent of the Admission Authority and their decision will be binding on both you and the Admission Authority.

The Advisory Centre for Education (ACE) provides an additional, independent source of advice for parents unable to secure the place they want for their child. Their website can be found at www.ace-ed.org.uk

Voluntary Aided Schools

If you have been refused a place at a church aided school and you wish to appeal, you should appeal directly to the school. This can be done by writing to the Chair of Governors, care of the school. If you have any difficulties contact the Admissions and Transport Team for advice.

Class Size Appeals

Since September 2001, there are statutory limits on class sizes. This means that, classes in Key Stage 1 **may not** contain more than 30 pupils with a single qualified teacher. Because of this, Appeals against a decision not to admit further pupils into infant classes of 5, 6 and 7 year olds can only be considered on limited grounds. The limited grounds are:

Where an appeal panel is satisfied that:

- the admission of additional children would not breach the infant class size limit; or
- the admissions arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have

been offered a place if the arrangements had complied or had been correctly and impartially applied; or

- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

In relation to point b) it is not enough to say that there has been a mistake in implementing the school's admission arrangements. The appeal panel can only uphold the appeal in cases where it is clear that the child would have been offered a place if the admission arrangements had been properly implemented or were not contrary to mandatory provisions in the School Admissions Code and the SSFA 1998.

There are some legal exceptions to the Class Size Legislation. These are:

- children admitted outside the normal admissions round with Statements of Special Educational Needs or Education, Health & Care Plan specifying a school;
- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted, after initial allocations of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (2 miles – statutory distance);
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In view of these limitations, parents have a very limited chance of success in relation to 'infant class size' appeals. Below are the statistics for the last 3 academic years.

Stoke-on-Trent City Council Appeal Statistics

Primary Schools (Infant Class Size)	2013/14	2014/15	2015/16
Number of appeals heard	74	105	103
Number of successful appeals	10	12	11

Transport

It is the responsibility of parents to ensure that their child(ren) get to and from school at the appropriate time each day.

Where schools are beyond walking distance, you may be entitled to free school transport.

Stoke-on-Trent City Council will provide assistance with a pupil's school transport arrangements if you meet the criteria under our Home to School Transport Policy. For more information on travelling to school please visit use this link

<http://bit.ly/2bOYBMn>

If your child is not eligible then find out about cycle routes to the school or enquire about "Park & Stride" or "WOW" (Walk Once a Week). We would like you to consider these other ways of travel as taking your child to school by car can make the roads outside the school very unpleasant and potentially hazardous for all concerned.

Home to School Transport Policy

Pupils seeking free transport must be of compulsory school age i.e. between the ages of 4+ and 17 years and living in the City of Stoke-on-Trent.

Pupils with a Statement of Special Educational Needs or Education, Health & Care Plan are covered by separate policies.

Free transport will be offered to the following categories of young people:

- Pupils unable to walk to school by reason of a temporary mobility/medical problem (transport offered on a temporary basis);
- Pupils unable to walk to school by reason of a long- term medical problem (where the application is accompanied by a letter from a doctor or other medical professional to confirm the medical circumstances and how these affect the child's ability to get to school);
- Pupils unable to walk to school because of the unsuitability of the only reasonable route;
- All those pupils aged 4+ to 8 years if they live more than 2 miles from their nearest qualifying school. The distance is calculated by determining the shortest acceptable walking route for a child accompanied by an adult (not necessarily by road).

Qualifying Schools

Parents may state preferences for any schools as part of the admissions process. Some choices may appear to trigger free transport or subsidised transport if a place were to be allocated. However, if they fall outside the "qualifying school" criteria and there are suitable places at a nearer qualifying school, then the pupil does not qualify for transport assistance. Transport to and from school then becomes the responsibility of the parent.

Qualifying schools must satisfy all of the following criteria:

- They must be a Community, Foundation, Academy or Voluntary Controlled/Aided school or a pupil referral unit;
- It must be the nearest school to the pupil's home that provides education appropriate to the age, ability and aptitude of the child (including any special placement for an excluded pupil who is off the roll of their mainstream school, or a Faith school that has been chosen by parents because of a religious belief), with places available;
- Where qualification is based on grounds of faith, this is determined through the assertion of this preference through the admission application process. Parents will need to have satisfied the admitting body's faith criterion. For Voluntary Controlled schools, the local authority will require evidence of the family's adherence to the religion / denomination of the school;
- Where a pupil attends a split site school, the relevant site for qualification purposes will be the site where the pupil spends the majority of his/her school week as notified by the school at the beginning of the academic year;
- Where a pupil is dual registered, both sites will be separately assessed to determine the transport need;
- For children in the care of the local authority, the school where the child is placed is deemed to be the 'nearest qualifying school' in order to provide the necessary continuity of education. The allocation of school is to be reviewed as part of the child's regular Care Plan monitoring.

Similarly, transport will be considered to provide continuity of education where it is necessary as a result of other intervention by Vulnerable Children and Corporate Parenting.

Transport for Children with Special Needs

Children who have a Statement of Special Educational Needs or Education, Health & Care Plan and who attend the most appropriate school for their needs, may be provided with assistance with their transport requirements. Free transport may be provided at the discretion of the city council.

For further details please contact the Special Needs Transport Section on **01782 236842**.



Applications open on
**MONDAY 3
OCTOBER 2016**

Sustainable Travel to School

When deciding on which school you want to send your child to, you may wish to think about the journey to school. For example, how far it is, is it safe, is it a pleasant journey, and so on.

For many children, walking and cycling are excellent ways to travel to school as it helps to keep them fit and healthy and it has the added bonus of being good for the environment. It is also a lot less stressful, for parents, than driving a car in today's busy traffic conditions and avoids parking difficulties and congestion. What's more you don't necessarily have to walk or cycle the same route as you would drive to school.

99% of Stoke-on-Trent schools have written a School Travel Plan for their site which aims to improve the way children travel to school. As part of the plans schools have developed improved facilities to help children and adults walk or cycle to school. New footpaths have been provided, road crossings and sheltered waiting constructed and lockers provided for children to keep their bags safe.

Stoke-on-Trent City Council has invested heavily in schools to encourage a new generation of cyclists. A quarter of schools are now "Bike It" schools which means that they get extra attention with cycle rides, bike related activities and cycle training. Cycle parking has now been provided at over half of Stoke-on-Trent schools and there is now a good network of safe and secure cycle routes. For more information about cycling training contact the Safe & Sustainable Transport Team on **01782 232066**.

For more information on The Sustainable Travel to School Strategy please call the Traveline on **0871 200 2233** or the School Travel Plan Officer on **01782 234968**.



Other information

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 Transport 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 Headteachers 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.

Information for families

A wide range of free information, advice and support is available to parents and carers of children and young people in Stoke-on-Trent:

- Behavioural issues – tackling issues affecting your family.
- Signposting – to services which can provide specialist support and advice.
- Rights and entitlements – your legal and parental rights as a parent or carer.
- Activities – taking place across Stoke-on-Trent during school holidays.
- Childcare – types of childcare, availability of childminders, out-of-school clubs and holiday schemes.
- Family benefits – information on schemes to help with the cost of childcare.
- Brokerage – free additional support if you are struggling to find childcare that meets the needs of your family.

We can also provide information and connect you to other services offering specialist support:

- Children’s centres
- Family support
- Youth offending prevention
- Domestic violence advice and support
- Youth development
- Support for young carers
- School attendance and other education welfare issues

- Sex, teenagers and relationships
- Drug and alcohol education and support for young people
- Anti-social behaviour
- Job enterprise and training
- Tenancy and estate management

How to contact us:

Phone: 01782 232200

Email: CW@stoke.gov.uk

Our helpline is available from **9.00am to 5.00pm Monday to Thursday, 9.00am to 4:30pm on Friday**. An answerphone message is available at all other times. You can view our web pages for more information for families at www.stoke.gov.uk.

Free School Meals

Your child will automatically be entitled to free meals whilst in reception, year 1 or year 2, as they will be covered by the Universal Infant Free School Meals provision. However your school will ask you to register so that we can check your underlying entitlement, based on your own circumstances. This is because the school gets substantial extra funding for every child who would qualify anyway under the standard rules for Free School Meals.

If you are in receipt of one of the following, your child is eligible to receive Free School Meals:

- Income Support;
- The guaranteed element of Pension Credit;
- Income-Based Job-seekers Allowance;
- Universal Credit;
- Income related Employment Support Allowance;
- Child Tax Credit (providing you do not also receive Working Tax Credit) and have an annual income of £16,190 or less (as Assessed by HM Revenue and Customs);
- Support under part VI of the Immigration and Asylum Act 1999.

You can make a claim at your child’s school, local centre, or you can simply ring our Free School Meals Team on **01782 236813** for assistance.

NB If you need to add a child to an existing claim you are required to complete a new application form.



Deadline for applications

**SUNDAY 15
JANUARY 2017**

Complaints

Although our schools will try to offer your child the best possible education, you may at some point feel you wish to make a complaint.

If you are concerned about any aspect of your child's education, you should firstly talk to the school. Most problems can be sorted out informally. If you are still unhappy, the local Education Welfare Officer will be able to advise you what to do next.

If you are still concerned, you can contact OfSTED or, in the case of an academy, the Academies Unit at the Department for Education (DfE). Each faith school has its own complaints policy, a copy of which is available from the school.

Education Welfare

The Education Welfare Team works in close partnership with schools, settings and other providers of education for children.

Stoke Education Welfare Officers have many years of experience in various educational settings from primary and secondary education through to Alternate Providers, colleges and Special schools with large networks of contacts from support agencies to enable them to actively signpost, support and advise schools and families.

The team also holds a wealth of expertise with regard to child protection and children missing education. Our involvements with children, young people and their parents include:

- Attendance at their place of education;
- Achievement and wellbeing at school;
- Staying safe and improving social behaviour and preventing bullying;
- Supporting registration practise;
- Giving advice on School Attendance Law.

Further Help and Information

The **Admissions and Transport Team** is the central contact point for parents requiring further help or information. Our helpline telephone numbers are **01782 234598**.

The team may also be contacted by writing to the address on the back page. Or you could contact us by e-mail on **admissions@stoke.gov.uk**

Officers will also be pleased to deal with any enquiries in person, should you prefer to visit the office at the Civic Centre to discuss your concerns. Contact the **Admissions and Transport Team** to make an appointment on **01782 234598**. The offices are open to the public from 8.45am to 5pm Monday to Thursday and 4.30pm on Friday. From here you can obtain information on:

- Admissions to schools;
- Exclusions;
- Free school meals;
- Bus passes.



Appendix A

Please read and understand the admission arrangements for the schools you are interested in before completing an application for your child.

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. A parent can apply for a place for their child at any state-funded school in any area. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill in a common application form. This can be done on-line. This means that parents apply to the local authority in which they live for places at their preferred schools. Parents are encouraged to express a preference for at least three schools.

Other information about how offers were made for places in September 2016 can be found in the section which starts on page 16 ('How places

were allocated for September 2016'). There is no guarantee that the same pattern will repeat in 2017.

Pupils with a Statement of Special Educational Need/ Education, Health & Care Plan are considered separately and before everyone else and must be accepted by the school named on their Statement/ Plan. They will count towards the school's admission number.

If a school has more places than applications, any parent that applies must be offered a place. If a school has more applications than places, a school's admission authority must rank applications in order against its published oversubscription criteria and send that list back to the local authority.

How to make an In-Year application

Applications made outside the normal admission round (In-Year Admissions) must be made directly to the school. The school will provide an in-year application form for parents to complete. You can also get an application form from the Local Authority. Please see below the Stoke-on-Trent Admissions Policy:

Admission arrangements for community and voluntary controlled nursery settings and primary schools for 2017/18

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 31 August are able to attend a nursery class or school in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

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 child arrangements 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 child's home address point 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 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 Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a fulltime place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

2.2 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 in a common application form. This can be done on-line.

2.3 Schools have a Pupil Admission Number (PAN) for each year group, including the 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 reception and infant classes must have no more than 30 pupils to each qualified teacher.

2.4 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.

2.5 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 child arrangements 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 child's home address point to the main entrance of the school.

2.6 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.

2.7 The Council also has to comply with the Infant Class Sizes 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 that academic year. Not applicable for Nursery applications or transition from Infant Schools to their linked Junior School. The ratio for Nursery is 13 children to one member of staff.

2.8 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 children of parents living as partners at the address and any child living at the same residence under the terms of a Residence Order.

2.9 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 published admission number (PAN) 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. [Please note that this does not apply to Nursery applications].

2.10 Admission outside normal age-group – parents may request that places be made available outside the normal age group (e.g., if a child is summer-born, gifted and talented, or has experienced problems such as ill- health, etc.). A decision will be taken by the admission authority on the basis of the circumstances of the case and taking account of the views of the head teacher of the school concerned.

2.11 Part-time provision - parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.12 Where applicants are unsuccessful in securing a place at their preferred school, an appeal against the decision can be made to an independent appeals panel set up by the City Council. [Please note that there is no Right of Appeal for Nursery admissions].

3. Additional Notes

3.1 Pupils with a Statement of Special Educational Need/Education, Health & Care Plan are considered separately and before everyone else and must be accepted by the school named on their Statement/plan. They will count towards the school's admission number.

3.2 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; or



Applications open on
**MONDAY 3
OCTOBER 2016**

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.

3.3 Withdrawal of places - once parents have been notified of an offer of a school place the Council will withdraw the offer only in exceptional circumstances, such as:

1. Failure to respond to the offer within the specified time following a reminder;
2. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area;
3. Where a place was offered in error at a school where the Council is not the admissions authority.

3.4 Copies of school catchment area maps are available from the Local Authority or individual schools.

3.5 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.

3.6 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.

3.7 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.

3.8 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. Please see page 12 for additional information.

On the following pages are the details for each school within Stoke-on-Trent.

Nursery Schools

Bentilee Nursery School

Treehouse Children's Centre, Dawlish Drive,
Bentilee, Stoke-on-Trent ST2 0HW
Tel: 01782 235065
www.bentileenursery.org.uk
bentilee@sgfl.org.uk
Headteacher: Miss Juliet Levingstone

Bentilee nursery school offers part time provision (15 hours free across two and half days a week). Children can be admitted the term after they are two, if they are entitled to two year old funding.

Children can also be admitted the day after they are three years old if they are entitled to two year old funding. If not, they can start the term after they are three.

How to apply for a Nursery place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form. The closing date for applications is **Tuesday 31 January 2017**.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Burnwood Nursery School

Chell Heath Road, Chell Heath,
Stoke-on-Trent ST6 6PB
Tel: 01782 234416
www.burnwoodnurseryschool.co.uk
Headteacher: Mrs Diane Herbert

The School admits students from the age of 3+

How to apply for a Nursery place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form. The closing date for applications is **Tuesday 31 January 2017**.

Admission criteria

The Admissions Policy for community, foundation trust and voluntary controlled schools is shown towards the beginning of appendix A.

Grange Nursery School

Harrowby Road, Meir,
Stoke-on-Trent ST3 7AN
Tel: 01782 319097
www.grange-nursery.eschools.co.uk
Executive Headteacher: Mrs Rachel Beckett

The School admits students from the age of 3+

How to apply for a Nursery place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form. The closing date for applications is **Tuesday 31 January 2017**.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Kingsland Nursery School

Eaves Lane, Off Werrington Road, Bucknall,
Stoke-on-Trent ST2 9AS
Tel: 01782 234430
www.kingslandceacademy.co.uk/nursery
Executive Headteacher: Mrs Sara Goddard

The School admits students from the age of 3+

How to apply for a Nursery place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form. The closing date for applications is **Tuesday 31 January 2017**.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Deadline for applications
**SUNDAY 15
JANUARY 2017**

Thomas Boughey Nursery School

College Road, Shelton,
Stoke-on-Trent ST4 2DQ
Tel: 01782 237125
tbns.org.uk
Executive Headteacher: Mrs Michelle Johnstone

The School admits students from the age of 3+

How to apply for a Nursery place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form. The closing date for applications is **Tuesday 31 January 2017**.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Westfield Nursery School

Queensbury Road, Longton,
Stoke-on-Trent ST3 1QZ
Tel: 01782 235405
www.schoolswire.org/public/westfield1478
Headteacher: Mrs Lisa Sarikaya

The School admits students from the age of 3+

How to apply for a Nursery place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form. The closing date for applications is **Tuesday 31 January 2017**.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Primary Schools

Abbey Hulton Primary

School Road, Abbey Hulton,
Stoke-on-Trent ST2 8BS
Tel: 01782 235551
www.abbeyhultonprimary.org.uk
Headteacher: Mrs Linda Williams

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Alexandra Infants

Melville Road, Normacot,
Stoke-on-Trent ST3 4PZ
Tel: 01782 235505
www.alexinfants.co.uk
Acting Executive Headteacher: Mrs Dawn Shaw

The School admits students between the ages of 3-7

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Ash Green Primary

The Lea, Trentham,
Stoke-on-Trent ST4 8BX T
el: 01782 658977
www.ashgreenprimary.co.uk
Headteacher: Mrs Ruth Foster

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Ball Green Primary

Whitfield Road, Ball Green,
Stoke-on-Trent ST6 8AJ
Tel: 01782 234811
www.ballgreenprimary.co.uk
Headteacher: Miss Lisa Gulley

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Belgrave St Bartholomew's Academy

Sussex Place, Longton,
Stoke-on-Trent ST3 4TP
Tel: 01782 235523
www.belgraveacademy.org.uk
Principal: Mrs Lisa Sarikaya

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

Belgrave St Bartholomew's Academy uses its own Admissions policy – see the statement below: Belgrave St. Bartholomew's Academy welcomes children from all backgrounds, faiths and non faith. The Governors of the Academy are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the Academy is not dependent on being a member of a particular faith community.

Admissions Process

Parents wishing to apply for a place at Belgrave St. Bartholomew's Academy must complete the COMMON PREFERENCE FORM, which is available either from the school or from the Local Authority. This should then be returned directly to the school or to the Local Authority by the published closing date.

The maximum number of new children we can accept each year is 60. If there are more applicants than places available, the Governors, who are the admissions authority for the Academy, will operate the following oversubscription policy.

The admission of pupils with a Statement of Special Educational Needs or Education, Health & Care Plan is dealt with by completely separate procedure. Such children will be admitted to the Academy if this school is named on the statement. This is a statutory entitlement under S.324 of the Education Act 1996.

If the number of applications received exceeds the number of places available, the following criteria will be used to determine the children who can be admitted.

In order of priority:

- a) Relevant looked after children;
- b) i) Children who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date. Definition of older brothers or sisters:
Siblings are considered to be those children who live at the same address and either:
 - Have one or both natural parents in common;OR
 - Are related by a parent's marriage or related by parents living as partners at this address;OR
 - Are adopted or fostered by a common parent.ii) Children not adopted, fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings. We do not include cousins within our definition of siblings. Where a child lives part of the week with one parent and part with another family member, the 'home address' will be considered to be the residence where the child spends at least four nights of the week, every week. Proof of residence will be required and, the offer of a place may be withdrawn if proof of residency is not met.
- c) Children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship, or in another Christian Church. Written evidence of the applicants' commitment to their place of worship will be required, and this should be sent direct to the Principal, Belgrave St Bartholomew's Academy. Note: 'Faithful and regular worshipper' is defined as worshipping at least once a month for a year prior to application.
- d) Children who are themselves, or whose families are, committed to another religious faith. Written evidence will be required from the faith leader, using the supplementary information form.
- e) Students who satisfy both of the following tests:
 - Test 1: they are distinguished from the great majority of other applicants either on medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend the preferred establishment. Exceptional circumstances must relate to the choice of the school i.e. the circumstances of the child and not the economic or social circumstances of the parent and be supported by a professional report e.g. a medical practitioner or other social care professional, justifying why it is better for the child to attend the preferred school rather than any other school.

And

- Test 2: they would suffer hardship if they were unable to attend the Academy.
- f) Other students arranged in order of priority according to how near their home addresses are to the Academy. Distance is measured by straight line measurement from the front door of the house to the main entrance of the school on Sussex Place as measured by geographical information systems.

Where it is not possible to accommodate all students within a particular group, the Governors of the Academy will assess each individual case. In addition they will pay particular attention to those children who have a Statutory Statement of Special Educational Needs or Education, Health & Care Plan and where this names a particular establishment as being the most appropriate to meet the child's needs.

We recognise that some children will have only just reached their fourth birthday when they are due to start school. These Reception class children will be offered a full-time place to start in the September of the academic year in which they will be five.

Appeals

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee. The Appeals Committee will consider the appeal and notify parents of their decision within 14 days.

Waiting List

Admissions into year groups other than Reception will be on an in year transfer application basis and the allocation of places will be in line with the above order of priority. The Academy will maintain a Waiting List and applications will be ranked according to our over-subscription criteria. Before being offered a place at Belgrave St. Bartholomew's Academy, parents will be invited to engage in a discussion to ensure that the Ethos of the Academy is understood and accepted, and sign an agreement to uphold our values.



Blurton Primary †

Poplar Drive, Blurton,
Stoke-on-Trent ST3 3AZ
Tel: 01782 235025
www.blurtonprimaryschool.org.uk
Headteacher: Mrs Emma Gater

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

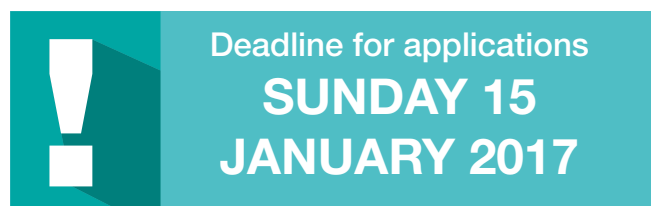
An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Burnwood Community School

Chell Heath Road, Chell Heath,
Stoke-on-Trent ST6 7LP
Tel: 01782 235577
www.burnwoodcommunityschool.co.uk
Headteacher: Mrs Diane Herbert

The School admits students between the ages of 4-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Carmountside Primary Academy

Woodhead Road, Abbey Hulton,
Stoke-on-Trent ST2 8DJ
Tel: 01782 234676
www.carmountsideprimary.org.uk
Headteacher: Mrs Lisa Challinor

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Christ Church CE (C) Primary

William Street, Fenton,
Stoke-on-Trent ST4 2JG
Tel: 01782 234834
www.christchurchfenton.co.uk
Headteacher: Mrs Paula Scattergood

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Clarice Cliff Primary

Goldenhill Road, Fenton,
Stoke-on-Trent ST4 3DP
Tel: 01782 881480
www.claricecliffprimary.co.uk
Headteacher: Mrs Diane Broadhurst

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Eaton Park Academy

Arbourfield Drive, Bucknall,
Stoke-on-Trent ST2 9PF
Tel: 01782 234760
www.eatonparkacademy.co.uk
Principal: Mrs Louise Brammer

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Etruscan Primary

Dundee Road, Etruria,
Stoke-on-Trent ST1 4BS
Tel: 01782 235711
www.etruscan.stoke.sch.uk
Executive Headteacher: Mrs Michelle Johnstone

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Forest Park Primary

Woodall Street, Hanley,
Stoke-on-Trent ST1 5ED
Tel: 01782 234979
www.forestpark.org.uk
Headteacher: Miss Louise Irving

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Gladstone Primary

Anchor Road, Longton,
Stoke-on-Trent ST3 5EW
Tel: 01782 957267
www.gladstone.stoke.sch.uk
Headteacher: Mrs Elaine Preston

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Glebe Academy

Park Place, Fenton,
Stoke-on-Trent ST4 3HZ
Tel: 01782 234868
www.glebeacademy.co.uk
Principal: Mrs Suzanne Oakes-Smith

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Goldenhill Primary†

Broadfield Road, Goldenhill,
Stoke-on-Trent ST6 4QE
Tel: 01782 235790
www.goldenhill.stoke.sch.uk
Headteacher: Mr Steven Martin

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Greenways Primary

Nursery Avenue, Stockton Brook,
Stoke-on-Trent ST9 9NY
Tel: 01782 235333
www.greenwaysprimary.co.uk
Executive Headteacher: Mrs Christine Dean

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Hamilton Infant School

Barthomley Road, Birches Head,
Stoke-on-Trent ST1 6NW
Tel: 01782 234420
www.hamilton.stoke.sch.uk
Executive Headteacher: Mrs Stephanie Moran

The School admits students between the ages of 3-7

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Hanley St Luke's CE (A) Primary

Wellington Road, Hanley,
Stoke-on-Trent ST1 3QH
Tel: 01782 234390
www.hanleystlukes.com
Headteacher: Mr Mark Barlow

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Hanley St Luke's Church of England Aided Primary School uses its own Admissions policy – see below:

Admission Policy

Hanley St Luke's Church of England Aided Primary School welcomes children from all background, faiths and no faith. The Governors of the school are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

†Planning to become an academy

As well as being an inclusive neighbourhood school, as a Church school, Hanley St Luke's has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We expect that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christians to apply for a place. Indeed, through our commitment to exclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils to the Nursery and Reception classes each September. This admission limit has been agreed between the Governing Body and the Local Education Authority.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

- Children in public care (looked after children) whose carer(s) wish their child/children to attend Hanley St Luke's CEA Primary School;
- Children who will have a sibling attending the school at the time of application and at the time of admission;
- Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the supplementary information form (please request from school);
- Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of a minister's reference) will be required, using the supplementary information form;
- Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or other educational psychologist;
- Children who are themselves, or whose families are, committed to another religious faith. Written evidence will be required from the faith leader, using the supplementary information form.

Any remaining places will be given in order of the nearness of the home to the school, measured along shortest safe walking route from the home to the school's main gate.

Tie-breaker

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

Notes

Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the supplementary information form (which can be obtained from the school) and return this form directly to the school, signed by an appropriate faith leader.

Sibling

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are places available. The waiting list will operate until a month after the admission date. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the school, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Multiple-birth applications

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocations after the twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, for one term, if a space becomes available and parent(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).



Applications open on
**MONDAY 3
OCTOBER 2016**

Harpfield Primary Academy

Palmers Green, Hartshill,
Stoke-on-Trent ST4 6AP
Tel: 01782 234984
www.harpfieldprimaryacademy.org.uk
Principle: Mr Richard Woollacott

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Heron Cross Primary

Grove Road, Heron Cross,
Stoke-on-Trent ST4 4LJ
Tel: 01782 233565
www.heroncross.stoke.sch.uk
Headteacher: Mrs Dorrie Shenton

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Hillside Primary

Field Avenue, Baddeley Green,
Stoke-on-Trent ST2 7AS
Tel: 01782 235350
www.hillside.stoke.sch.uk
Headteacher: Mrs Karen Schonau

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Holden Lane Primary

Ralph Drive, Sneyd Green,
Stoke-on-Trent ST1 6JS
Tel: 01782 234890
www.holdenlane-pri.stoke.sch.uk
Headteacher: Miss Clare Thomas

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Jackfield Infant

Jackfield Street, Burslem,
Stoke-on-Trent ST6 1ET
Tel: 01782 234450
www.jackfield.stoke.sch.uk
Acting Executive Headteacher: Mrs Dawn Shaw

The School admits students between the ages of 3-7

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Kingsland CE Academy

Werrington Road, Bucknall,
Stoke-on-Trent ST2 9AS
Tel: 01782 234430
www.kingslandceacademy.co.uk
Principal: Mrs Sara Goddard

The School admits students between the ages of 4-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Maple Court Academy

Beverley Drive, Bentilee,
Stoke-on-Trent ST2 0QD
Tel: 01782 235095 / 236556
www.maplecourt.stoke.sch.uk
Principal: Mr Jonathan Baddeley

The School admits students between the ages of 4-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Mill Hill Primary

Sunnyside Avenue, Tunstall,
Stoke-on-Trent ST6 6ED
Tel: 01782 234466
millhill@sgfl.org.uk
Headteacher: Mrs Sharon Bates

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Milton Primary

Leek Road, Milton,
Stoke-on-Trent ST2 7AF
Tel: 01782 234780
milton@miltonprimary.org.uk
Executive Headteacher: Mrs Christine Dean

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

New Ford Primary

Brownley Road, Smallthorne,
Stoke-on-Trent ST6 1PY
Tel: 01782 234605
www.newford.org.uk
Headteacher: Miss Sam Ashley

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Newstead Primary Academy

Waterside Drive, Blurton,
Stoke-on-Trent ST3 3LQ
Tel: 01782 235490
www.newstead.stoke.sch.uk
Executive Headteacher: Mrs Helen Stocking

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Northwood Broom Community School

Keelings Road, Northwood,
Stoke-on-Trent ST1 6QA
Tel: 01782 234379
www.northwoodbroom.co.uk
Executive Headteacher: Mrs Stephanie Moran

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Norton-Le-Moors Primary Academy

Norton Lane, Norton-in-the-Moors,
Stoke-on-Trent ST6 8BZ
Tel: 01782 234792
www.norton.stoke.sch.uk
Headteacher: Mrs Maxine Rizk

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Oakhill Primary

Rookery Lane, Oakhill,
Stoke-on-Trent ST4 5NS
Tel: 01782 235238
www.oakhillprimaryschool.co.uk
Headteacher: Mrs Joanna Leach

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Our Lady and St Benedict Catholic Primary

Abbey Lane, Abbey Hulton,
Stoke-on-Trent ST2 8AU
Tel: 01782 234646
www.olsbprimary.org.uk
Headteacher: Mrs Debbie Sims

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission policy

Our Lady and St Benedict Catholic Primary Academy uses its own Admissions policy – see below:

This academy is part of the Newman Catholic Collegiate MAC.

The admissions process is part of the Stoke-on-Trent LA co-ordinated scheme.

The Admission Policy of the Committee members of Our Lady and St Benedict Catholic Academy is as follows:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The academy's Admission Number for the academic year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the academy and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children living within the Parish of Our Lady and St Benedict who have a brother or sister (see Note 3 below) in the academy at the time of admission.
3. Baptised Catholic children living within the Parish of Our Lady and St Benedict.
4. Other Baptised Catholic children who have a brother or sister in the academy at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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);
7. Non-Catholic children who have a brother or sister in the academy at the time of admission.
8. Non-Catholic children.

Over-subscription

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/ Reception should contact their Parish Priest.

Failure to provide evidence of Catholic Baptism/ Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place.

School Entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Nursery

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in the main academy.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel.

Repeat Applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

Late Applications

Late applications will be dealt with according to the local authority (LA) co-ordinated scheme.

Waiting List

Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (in-year applications)

An application should be made directly to the Board of Directors at the academy.

There is no charge or cost related to the admission of a child to this academy.

Appendix

Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written

documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

Supplementary Information Form

Academy Name: Our Lady and St Benedict Catholic Academy

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

Our Lady's Catholic Academy

Watkin Street, Fenton,
Stoke-on-Trent ST4 4NP
Tel: 01782 235385
www.ourladysca.org.uk
Headteacher: Mrs Karyn Oakley

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission policy

Our Lady's Catholic Academy uses its own Admissions policy – see below:

The ethos of this academy is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its articles of association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Academy's Admission Number for the school year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the academy and parish church or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children (see Note 2 below) living within the Parish of Our Lady of Perpetual Succour, Fenton who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of Our Lady of Perpetual Succour, Fenton.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Children of staff currently employed at Our Lady's Catholic Academy (see Note 5 below).
8. Non-Catholic children who have a brother or sister in the school at the time of admission.
9. Non-Catholic children.

Over-subscription

If there is over-subscription within a criterion, the Directors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or Education Health and Care (EHC) plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all criteria, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF).

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

Note 5

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff;
- All other staff employed at the Academy or in contract at the Academy who are not teachers;
- The member of staff must have been employed at Our Lady's Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

School entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents may discuss this with the principal. Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered for admission into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance, which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

Applying for a place

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school may apply in writing to Chair of Directors. Appeals will be heard by an independent panel. There is no right of appeal in relation to nursery applications.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from

the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Late applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting lists

Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (In-year applications)

An application should be made to the Board of Directors at the school.

In year fair access policy

The Board of Directors have adopted the LA fair access policy for admission of previously excluded or hard to place children.

There is no charge or cost related to the admission of a child to this school.

Appendix

Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of

Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Supplementary Information Form

Academy Name: Our Lady's Catholic Academy

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

Packmoor Ormiston Academy (as of 1st August 2016)

Carr Street, Packmoor,
Stoke-on-Trent ST7 4SP
Tel: 01782 234544
www.packmoorprimary.co.uk
Headteacher: Mrs Sharon May

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Park Hall Primary

Carberry Way, Weston Coyney,
Stoke-on-Trent ST3 5QU
Tel: 01782 312384
www.parkhallacademy.co.uk
Principal: Mrs Georgina Frost

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Priory CE (C) Primary

Jubilee Road, Trentham,
Stoke-on-Trent ST4 8EF
Tel: 01782 233585
www.prioryceprimary.org.uk
Headteacher: Miss Pam Keen

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Saint Nathaniel's Academy

Westport Road, Burslem,
Stoke-on-Trent ST6 4JG
Tel: 01782 234950
www.saintrnathaniels.org.uk
Principal: Mr Sean Thomson

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Sandford Hill Primary

Clayfield Grove, Longton,
Stoke-on-Trent ST3 5AQ
Tel: 01782 235511
sandfordhill.org.uk
Headteacher: Mr David Wardle

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Sandon Primary Academy

Normacot Grange Road, Meir,
Stoke-on-Trent ST3 7AW
Tel: 01782 319097
www.sandonprimaryacademy.com
Principal: Mrs Rachel Beckett

The School admits students between the ages of 4-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Smallthorne Primary

Chetwynd Street, Smallthorne,
Stoke-on-Trent ST6 1PR
Tel: 01782 235265
www.smallthorneprimary.org.uk
Headteacher: Mr Chris Crook

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Sneyd Green Primary

Sneyd Street, Sneyd Green,
Stoke-on-Trent ST6 2NS
Tel: 01782 234460
www.sneydgreen.stoke.sch.uk
Headteacher: Mrs Rosina Lee

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

St Augustine's Catholic Academy

Sandon Road, Meir,
Stoke-on-Trent ST3 7DF
Tel: 01782 319504
www.staugustinescatholicacademy.org
Principal Mrs Lisa Machin

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

St Augustine's Catholic Academy is part of the All Saints Catholic Collegiate. The Admission Policy of the Directors of St Augustine's Catholic Academy is as follows:

The ethos of this academy is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The

school is conducted by its Board of Directors as part of the Catholic Church in accordance with its articles of association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Admission Number for the academic year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the academy and parish church or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children (see Note 2 below) living within the Parish of St Augustine's Meir who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of St Augustine's Meir.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Children of staff currently employed at St Augustine's Catholic Academy (see Note 5 below).
8. Non-Catholic children who have a brother or sister in the school at the time of admission.
9. Non-Catholic children.

Oversubscription

If there is over-subscription within a criterion, the Directors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the academy.

The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all criteria, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF).

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If a child lives with **parents with shared responsibilities**, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

Note 5

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff;
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at St Augustine's Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

School Entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents may discuss this with the principal.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group.

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Academy Committee. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Academy Committee will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at

<https://www.gov.uk/government/publications/summer-born-children-school-admission>.

Applying for a place

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school may apply in writing to Chair of Directors. Appeals will be heard by an independent panel. There is no right of appeal in relation to nursery applications.

Repeat Applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Late Applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting Lists

Waiting lists for admission must remain open until the end of December 2017. To facilitate In-Year transfers, children can remain on the waiting list until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to Reception Class (in-year applications)

An application should be made to the Board of Directors at the school.

In Year Fair Access Policy

The Academy Committee has adopted the LA fair access policy for admission of previously excluded or hard to place children.

There is no charge or cost related to the admission of a child to this academy.

Appendix

Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

St Augustine's Catholic Academy nursery admission arrangements 2017

The admissions process is part of the Stoke-on-Trent local authority co-ordinated scheme.

The Admission Policy of the Directors of St Augustine's Catholic Academy is as follows: The ethos of this academy is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its articles of association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Academy's Admission Number for the school year 2017/18 is 26.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the academy and parish church or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children (see Note 2 below) living within the Parish of St Augustine's Meir who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of St Augustine's Meir.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Children of staff currently employed at St Augustine's Catholic Academy (see Note 5 below).
8. Non-Catholic children who have a brother or sister in the school at the time of admission.
9. Non-Catholic children.

Over-subscription

If there is over-subscription within a criterion, the Directors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the academy.

The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or Education Health and Care (EHC) plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all criteria, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF).

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff;
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at St Augustine's Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Applying for a place

Parents must apply on the LA form for a place in the Nursery Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

Appeals

There is no right of appeal in relation to nursery applications.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round.

Late applications

Late applications will be dealt with according to the co-ordinated scheme.

Applications for children to be admitted into a class outside their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered for admission into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance, which can be found at

<https://www.gov.uk/government/publications/summer-born-children-school-admission>.

Waiting lists

Waiting lists for admission must remain open until the end of March 2018. To facilitate In-Year transfers, children can remain on the waiting list until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Applications other than the normal intake to nursery class (in-year applications)

An application should be made to the Board of Directors at the school.

There is no charge or cost related to the admission of a child to this school.

Supplementary Information Form

Academy Name: St Augustine's Catholic Academy, Meir

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

St George and St Martin's Catholic Academy

Boulton Street, Birches Head,
Stoke-on-Trent ST1 2NQ
Tel: 01782 234384
www.sgsmacademy.co.uk
Principal: Mrs Dawn Farmer

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

St George and St Martin's Catholic Academy uses its own Admissions policy – see below:

This academy is part of the Newman Catholic Collegiate.

The Admission Policy of the Board of Directors of St George and St Martin Catholic Academy is as follows:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The academy's Admission Number for the academic year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the academy and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children living within the Parish of St George and St Martin, Birches Head or Sacred Heart, Hanley who have a brother or sister (see Note 3 below) in the academy at the time of admission.
3. Baptised Catholic children living within the Parish of St George and St Martin, Birches Head or Sacred Heart, Hanley.
4. Other Baptised Catholic children who have a brother or sister in the academy at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Non-Catholic children who have a brother or sister in the academy at the time of admission.
8. Non-Catholic children.

Over-subscription

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly

the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

School entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final

term of the school year for which the application was made. Parents may discuss this with the headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Applying for a place in reception

Parents must apply on the LA form for a place in Reception Class. Attendance at our nursery does not automatically guarantee that a place will be offered in the main academy.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel. There is no right of appeal regarding Nursery Applications.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

Late applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting lists

Waiting lists for admission must remain open until the end of December 2017. To facilitate In-Year transfers, children can remain on the waiting list until the end of the academic year when the list will be discarded.

The waiting list will be kept by the Board of Directors in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (in-year applications)

An application should be made directly to the Board of Directors at the academy.

There is no charge or cost related to the admission of a child to this academy.

Appendix

Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Supplementary Information Form

Academy Name: St George and St Martin's Catholic Academy

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....
.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

St Gregory's Catholic Academy

Spring Garden Road, Longton,
Stoke-on-Trent ST3 2QN
Tel: 01782 235340
www.saintgregorys.org.uk
Executive Headteacher: Mrs Margaret Yates

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

St Gregory's Catholic Academy uses its own Admissions policy – see below:

The ethos of this academy is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Board of Directors as

part of the Catholic Church in accordance with its articles of association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Academy's Admission Number for the school year 2017/18 is 60.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the academy and parish church or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children (see Note 2 below) living within the Parish of St Gregory's Longton who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of St Gregory's Longton.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Children of staff currently employed at St Gregory's Catholic Academy (see Note 5 below).
8. Non-Catholic children who have a brother or sister in the school at the time of admission.
9. Non-Catholic children.

Over-subscription

If there is over-subscription within a criterion, the Directors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the academy.

The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or Education Health and Care (EHC) plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all criteria, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

Note 5

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff;
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at St Gregory's Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

School entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents may discuss this with the principal. Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered for admission into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request.

The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance, which can be found at

<https://www.gov.uk/government/publications/summer-born-children-school-admission>.

Applying for a place

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school may apply in writing to Chair of Directors. Appeals will be heard by an independent panel. There is no right of appeal in relation to nursery applications.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Late applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting lists

Waiting lists for admission must remain open until the end of December 2017. To facilitate In-Year transfers, children can remain on the waiting list until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (in-year applications)

An application should be made to the Board of Directors at the school.

In year fair access policy

The Board of Directors have adopted the LA fair access policy for admission of previously excluded or hard to place children.

There is no charge or cost related to the admission of a child to this school.

Appendix

Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Supplementary Information Form

Academy Name: St Gregory’s Catholic Academy

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child’s Surname

Child’s First Name(s)

Address

.....

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child’s name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

St John's CE (A) Primary

Wheatley Avenue,
Stoke-on-Trent ST4 6SB
Tel: 01782 238889
www.stjohns.stoke.sch.uk
Headteacher: Mrs Pauline Bloor

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

St John's CE (A) Primary School uses its own Admissions policy – see below:

Statement

The Church of England Aided Primary Schools welcome children from all backgrounds, faiths and no faith. The Governors of the schools are committed to developing an inclusive environment that reflects the diversity of the local community. Admission to a Church of England Aided Primary School is not dependent on being a member of a particular faith community.

As well as being inclusive neighbourhood schools, as Church schools each has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. All parents applying for a place at a Church of England Aided Primary School are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend a Church of England School will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through the commitment to inclusivity, families from other faiths and no faith are actively welcomed.

The Governing Body of each school is responsible for the admission of pupils to the school and will admit up to the admission limit that has been agreed between the Governing Body and the Local Authority.

Over-subscription

In the event of more applications being received than places available, the following Oversubscription Criteria will be applied:

Nursery & Reception Admissions

1. Children who are in the care of a local authority (looked after children) or provided with accommodation with them (Section 22 of the Children Act 1989) 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 a sibling attending the school at the time of application and at the time of admission.
3. Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form.
4. Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form.
5. Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist.
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.
7. Any remaining places will be given in order of the nearness of the home to the school, measured along the shortest safe walking route from the home to the school's main gate. In the event that two or more applicants have an equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

Notes:

Applications on faith grounds “Faithful and regular worshipper” is defined as worshipping at least twice a month for two years prior to application.

Parents/Carers applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the school) and return this form direct to the school, signed by the appropriate faith leader.

Siblings

“Siblings” refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parents/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance

Distance will be measured by the shortest walking route from the front door of the child’s home address (including flats) to the main gate of the school, using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority.

Waiting Lists

Waiting Lists will be held where in any year the school receives more applications for places than there are places available. The waiting list will operate until 31st December in the year of admission. It will be open to any parent/carer to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents/Carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/Carers wishing to appeal should obtain an appeal form from the school and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 14 days of the date of the letter confirming the governors’ decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.

Multiple Births

Where parents/carers are seeking to place twins, triplets etc. they must submit separate applications for each child. When considering twins, triplets or larger numbers of siblings which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parents/carers may decide whether a) they will accept the place(s) or b) they will decline the place(s) which will be offered to the next person(s) in the allocations after the twins/triplets/multiple births.

If the parents/carers accept the place(s) for one or more of the twin/triplets/multiple birth then the unsuccessful sibling(s) will be considered first priority on the waiting list, for one term, if a space becomes available and the parents/carers confirm in writing that this is their wish when accepting the original place(s).

In-Year Admissions

From the academic year 2013/14 applications for other than normal intake (September) should be made to the governing body of St John’s CE (A) Primary School and not to Stoke-on-Trent Local Authority.

St Joseph’s Catholic Academy

Mobberley Road, Goldenhill,
Stoke-on-Trent ST6 5RN
Tel: 01782 235393
www.stjosephscatholicacademy.co.uk
Principal: Mrs Elizabeth Thomas

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

St Joseph’s Catholic Academy uses its own Admissions policy – see below.

This academy is part of the Newman Catholic Collegiate.

The admissions process is part of the Stoke-on-Trent Local Authority co-ordinated scheme.

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community.

This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The academy's Admission Number for the academic year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the academy and parish or by post on request.

1. Baptised Catholic children (see note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children living within the Parish of St Joseph's Goldenhill who have a brother or sister (see Note 3 below) in the academy at the time of admission.
3. Baptised Catholic children living within the Parish of St Joseph's Goldenhill.
4. Other Baptised Catholic children who have a brother or sister in the academy at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Non-Catholic children who have a brother or sister in the academy at the time of admission.
8. Non-Catholic children.

Over-subscription

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If a child lives with **parents with shared responsibilities**, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

School Entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DfE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Applying for a place in reception

Parents must apply on the LA form for a place in Reception Class. Attendance at our nursery does not automatically guarantee that a place will be offered in the main academy.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel. There is no right of appeal regarding Nursery Applications.

Repeat Applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

Late Applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting Lists

Waiting lists for admission must remain open until the end of December 2017. To facilitate In-Year transfers, children can remain on the waiting list until the end of the academic year when the list will be discarded.

The waiting list will be kept by the Board of Directors in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to Reception Class (in-year applications)

An application should be made directly to the Board of Directors at the academy.

There is no charge or cost related to the admission of a child to this academy.

Appendix

Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written

documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

Supplementary Information Form

Academy Name: St Joseph’s Catholic Academy

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child’s Surname

Child’s First Name(s)

Address

.....

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child’s name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

St Maria Goretti Catholic Academy

Aylesbury Road, Bentilee,
Stoke-on-Trent ST2 0LY
Tel: 01782 234737
www.stmariagoretti.org.uk
Executive Headteacher: Mrs Margaret Yates

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

St Maria Goretti Catholic Academy uses its own Admissions policy – see below:

The ethos of this academy is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its articles of association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Academy's Admission Number for the school year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the academy and parish church or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children (see Note 2 below) living within the Parish of St Maria Goretti Bucknall who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of St Maria Goretti Bucknall.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Children of staff currently employed at St Maria Goretti Catholic Academy (see Note 5 below).
8. Non-Catholic children who have a brother or sister in the school at the time of admission.
9. Non-Catholic children.

Over-subscription

If there is over-subscription within a criterion, the Directors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or Education Health and Care (EHC) plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all criteria, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF).

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

Note 5

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff;
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at St Maria Goretti Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

School entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents may discuss this with the principal. Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside their normal age

Group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered for admission into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance, which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>.

Applying for a place

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school may apply in writing to Chair of Directors. Appeals will be heard by an independent panel. There is no right of appeal in relation to nursery applications.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Late applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting lists

Waiting lists for admission must remain open until the end of December 2017. To facilitate In-Year transfers, children can remain on the waiting list until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (in-year applications)

An application should be made to the Board of Directors at the school.

In year fair access policy

The Board of Directors have adopted the LA fair access policy for admission of previously excluded or hard to place children.

There is no charge or cost related to the admission of a child to this school.

Appendix

Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Directors of Catholic Schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Supplementary Information Form

Academy Name: St Maria Goretti Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

St Mark's CE (A) Primary

Wood Terrace, Shelton,
Stoke-on-Trent ST1 4LR
Tel: 01782 234411
www.stmarksprimary.org.uk
Executive Headteacher: Mrs Michelle Johnstone

The School admits students between the ages of 4-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Reception applications is Sunday 15 January 2017.

Admission policy

St Mark's CE (A) Primary uses its own Admissions policy – see below:

Statement

The Federation Board of Governors is responsible for the admission of pupils to St Mark's Church of England (Aided) Primary School.

The planned admission number is 60 pupils to reception each year and this applies to the year 2017/18.

This admission limit has been agreed between the Federation Board of Governors and the Local Authority. Pupils will normally be admitted to reception in the September of the academic year in which they become 5 years old.

The school does not have any specific facilities for pupils with particular learning needs and there are no specific facilities for pupils with physical disabilities. The school is on two levels however all lower levels can be accessed without steps. Should the need arise the school would be able to accommodate a pupil with a physical disability on the lower floor. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The Federation Board of Governors is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds). This limit is a maximum of 30 pupils.

Oversubscription

When there are more applications than there are places available, the Federation Board of Governors will admit pupils according to the following criteria, in order of priority:

1. Children in care (looked after children) whose carer(s) wish their child/children to attend St Mark's Church of England (A) Primary School;
2. Children who have a sibling attending the school at the time of application and at the time of admission;
3. Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England Church parish church. Written evidence of the applicant's commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information form;
4. Children who are themselves, or whose families are, faithfully and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicant's commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form. (NB: St Mark's Church of England (A) Primary prioritises applicants who worship at a Church of England church within the Parish of Hanley above other applicants under this criterion);
5. Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of applications, from a relevant professional, such as a doctor, social worker or educational psychologist;
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form;
7. Any remaining places will be given in order of nearness of the home (determined by the door at the postal address) to the school, measured along the shortest safe walking route to the school's main pupil gate on the walkway off Wood Terrace. (This will be determined by local authority software).

In the event that two or more applicants have equal right to a place under any of the above criteria, the Federation Board of Governors will apply subsequent criteria, in order of priority, to these applicants.

Where parents/carers are seeking places for siblings who are the product of a multiple birth e.g. twins, triplets they must submit separate applications for each child. If a situation arises where there are insufficient places for all siblings, the remaining

places will be offered in order of the time of birth. The parents would then need to decide whether to a) accept the place(s) or b) decline the place(s). If the place is declined then it will then be offered to the next person in the allocation after the children of multiple birth. If the parents accept the place then the unsuccessful sibling will be considered first priority on the waiting list should a place becomes available.

Admissions Procedures

The school will use the Local Authority co-ordinated scheme for admissions and timetable for admissions. Following submissions of forms to the LA the school will consider each applicant who has named the school as a choice on the form in accordance with the admissions criteria.

Casual admissions

The school will use the Local Authority's co-ordinated admission arrangements relating to applications submitted for years older than the normal year of entry. The school will consider such applications and if there is a place available in the year group applied for then the child will be admitted. If more applications are received than there are places available then the admission criteria above will apply.

Waiting lists

Waiting lists will be held for places, this will operate for a term after the admissions date. Positions on the waiting list will be determined with the admissions criteria above. Where places become vacant they will be allocated in accordance with the criteria.

Appeals

Parents of children not offered a place for their child have the right to appeal. Initially parents wishing to appeal should write to the Chair of Governors c/o the school stating that they wish to appeal for a place at the school and their reasons for requesting an appeal. This letter should reach the school within 14 days of the date of the letter confirming the governor's decision not to offer a place.

Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

St Mary's Catholic Academy

Ford Green Road, Norton,
Stoke-on-Trent ST6 8EZ
Tel: 01782 234820
www.stmarysstoke.co.uk
Principal: Mr Ian Beardmore

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

This academy is part of the Newman Catholic Collegiate. St Mary's Catholic Academy uses its own Admissions policy – see below:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The academy's Admission Number for the academic year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the academy and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children living within the Parish of Norton-le-Moors who have a brother or sister (see Note 3 below) in the academy at the time of admission.
3. Baptised Catholic children living within the Parish of Norton-le-Moors.
4. Other Baptised Catholic children who have a brother or sister in the academy at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Non-Catholic children who have a brother or sister in the academy at the time of admission.
8. Non-Catholic children.

Over-subscription

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

School entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents may discuss this with the Principal. Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to

be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Applying for a place in reception

Parents must apply on the LA form for a place in Reception Class. Attendance at our nursery does not automatically guarantee that a place will be offered in the main academy.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel. There is no right of appeal regarding Nursery Applications.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

Late applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting lists

Waiting lists for admission must remain open until the end of December 2017. To facilitate In-Year transfers, children can remain on the waiting list until the end of the academic year when the list will be discarded.

The waiting list will be kept by the Board of Directors in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or

down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (in-year applications)

An application should be made directly to the Board of Directors at the academy.

There is no charge or cost related to the admission of a child to this academy.

Appendix

Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Supplementary Information Form

Academy Name: St Mary's Catholic Academy

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

St Mary's CE (A) Primary

Ladywell Road, Tunstall,
Stoke-on-Trent ST6 5DE
Tel: 01782 235337
office@stmarysce.org.uk
Headteacher: Mrs Gill James

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission policy

St Mary's CE (A) Primary uses its own Admissions policy – see below.

Statement

The Church of England Aided Primary Schools welcome children from all backgrounds, faiths and no faith. The Governors of the schools are committed to developing an inclusive environment that reflects the diversity of the local community. Admission to a Church of England Aided Primary School is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school we have a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. All parents applying for a place at a Church of England Aided Primary School are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend a Church of England School will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through the commitment to inclusivity, families from other faiths and no faith are actively welcomed.

The Governing Body of each school is responsible for the admission of pupils to the school and will admit up to the admission limit that has been agreed between the Governing Body and the Local Authority. The Governing Body is required to abide by the maximum limits for infant classes (5,6 and 7 year olds) i.e., 30 pupils per class.

The school will admit 60 pupils each September to Nursery.

The school will admit 60 pupils each September to Reception.

Oversubscription Criteria

In the event of more applications being received than places available, the following Oversubscription Criteria will be applied:

Nursery & Reception Admissions

1. Children who are in the care of a local authority (looked after children) or provided with accommodation with them (Section 22 of the Children Act 1989) 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 a sibling attending (this does not include a sibling in Nursery) or parent employed by the school at the time of application and at the time of admission;
3. Baptised Christian children. A certificate must be provided;
4. Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form;
5. Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form;
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form;
7. Any remaining places will be determined by the shortest straight line distance from the home address to the school's gate in Watergate Street using the Local Authority's computerised system.

Tie-breaker

In the event that two or more applicants have an equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

Notes

Parents/Carers applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the school) and return this form direct to the school, signed by the appropriate faith leader.

Siblings

“Siblings” refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parents/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance

Distance will be measured by the shortest straight line from the home address (including flats) to the school's main gate using the Local Authority's computerised system. with those living closer to the school receiving the higher priority.

Waiting Lists:

Waiting Lists will be held where in any year the school receives more applications for places than there are places available. It will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents/Carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/Carers wishing to appeal should obtain an appeal form from the school and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 21 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.

In-Year Admissions

All applications for other than normal intake (September) should be made through an In-Year Transfer Form, which can be obtained from the school which you want to transfer to. This must

be signed by the headteacher of the child's current school and returned to the new school you are requesting.

Additional Notes

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.

Deferred places

Children usually 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 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.

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 school will usually admit above the published admission number (PAN) 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.

St Matthew's CE Academy

Lightwood Road, Rough Close,
Stoke-on-Trent ST3 7NE
Tel: 01782 394890
www.stmatthews.stoke.sch.uk
Principal: Mrs Yynda Thomas

The School admits students between the ages of 4-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Reception applications is Sunday 15 January 2017.

Admission policy

St Matthew's CE Academy uses its own Admissions policy – see below:

Statement

St Matthew's Church of England (Aided) Academy welcomes children from all backgrounds, faiths and no faith. The Governors of the school are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school St. Matthew's has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We hope that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the rights of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith. The Governing Body is responsible for the admission of pupils to the School and admits 15 pupils to the reception class each September. This admission limit has been agreed between the Governing Body and the Local Education Authority and applies to the year 2017/18. However the school has to follow the Stoke Admissions policy.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

Oversubscription

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

- Children in public care (looked after children) whose carer(s) wish their child/children to attend St. Matthew's Church of England (Aided) Academy;
- Children who will have a sibling attending the school at the time of application and at the time of admission;
- Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form;
- Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form;

- Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist;
- Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form;
- Any remaining places will be given in order of the nearness of the home to the school, measured along shortest safe walking route from the home to the school's main gate.

In the event that two or more applicants have equal right to a place under the above criteria, the Governing Body will apply subsequent criteria, in order of priority, to these applicants.

Notes

(i) Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application. Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the School) and return this form direct to the School, signed by the appropriate faith leader.

(ii) Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

(iii) Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the school, using the Local Authorities computerised measuring system, with those living closer to the school receiving the higher priority.

(iv) Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are available. The waiting list will operate until a month after the admission date. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

(v) Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the School and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant.

(vi) Multiple-birth applications

Where parent(s)/guardian(s) are seeking to place twins, triplets etc., they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocation after the twins/triplets/multiple births.

If the parent(s) or guardian(s) accept the place(s) for one or more twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, for one term, if a space becomes available and the parent(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).

St Paul's CE (C) Primary

Byatts Grove, Longton,
Stoke-on-Trent ST3 2RH
Tel: 01782 235051
www.stpaulsprimaryschool.org.uk
Headteacher: Mrs Sandra Hearson

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

St Peter's Catholic Academy

Waterloo Road, Cobridge,
Stoke-on-Trent ST6 3HL
Tel: 01782 235040
www.st-peters-catholic.stoke.sch.uk
Headteacher: Mrs Rossanna Snee

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admission Policy of the Directors of the Newman Catholic collegiate for St Peter's Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with the Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the school and parish church or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children (see Note 2 below) living within the Parish of St Peter's Cobridge, Sacred Heart Hanley and that part of St Joseph's Burslem, who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of St Peter's Cobridge, Sacred Heart Hanley and that part of St Joseph's Burslem.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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.
7. Non-Catholic children who have a brother or sister in the school at the time of admission.
8. Non-Catholic children.

Over-subscription

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. The Local Authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (see note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place.

School entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to

be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Nursery

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in the main academy.

Appeals

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Late applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting list

Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (In-year applications)

An application should be made directly to the Board of Directors at the school.

There is no charge or cost related to the admission of a child to this school.

Appendix

Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/

Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

Supplementary Information Form

Academy Name: St Peter's Catholic Academy

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

St Teresa's Catholic Academy

Stone Road, Trent Vale,
Stoke-on-Trent ST4 6SP
Tel: 01782 235005
www.st-teresas.stoke.sch.uk
Headteacher: Mr Nathan Price

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission policy

St Teresa's Catholic Academy uses its own Admissions policy – see below:

This academy is part of the Christ the King Catholic Collegiate MAC.

The admissions process is part of the Stoke-on-Trent LA co-ordinated scheme.

Statement

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The academy's Admission Number for the academic year 2017/18 is 45.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below).

A map of the parish boundary is available to view at the academy and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children living within the Parish of St. Teresa of the Child Jesus, Trent Vale who have a brother or sister (see Note 3 below) in the academy at the time of admission.
3. Baptised Catholic children living within the Parish of St. Teresa of the Child Jesus, Trent Vale.
4. Other Baptised Catholic children who have a brother or sister in the academy at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Non-Catholic children who have a brother or sister in the academy at the time of admission.
8. Non-Catholic children.

Oversubscription

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select a child to be offered the final place. As an exception,

the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister where two children share one common parent
- Step-brother or step-sister where two children are related by a parent's marriage
- Adopted or fostered children
- Step-brother and step sister.

The children must be living permanently in the same household.

Note 4

If a child lives with **parents with shared responsibilities**, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit. Documentary evidence may be required.

School Entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Applying for a place

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in the main academy.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

Late applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting lists

Waiting lists for admission must remain open until the end of December 2017. To facilitate In-Year transfers, children can remain on the waiting list until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (in-year applications)

An application should be made directly to the Board of Directors at the academy.

There is no charge or cost related to the admission of a child to this academy.

Appendix

Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Supplementary Information Form

Academy Name: St. Teresa's Catholic Primary School

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

St Thomas Aquinas Catholic Academy

North Street,
Stoke-on-Trent ST4 7DG
Tel: 01782 234919
www.st-thomasaquinas.stoke.sch.uk
Headteacher: Mrs P Bekalo

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

St Thomas Aquinas Catholic Academy uses its own Admissions policy – see below:

This academy is part of the Christ the King Catholic Collegiate MAC.

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The academy's Admission Number for the academic year 2017/18 is 30

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the academy and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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. Baptised Catholic children living within the Parish of Our Lady of the Angels and St. Peter in Chains who have a brother or sister (see Note 3 below) in the academy at the time of admission.
3. Baptised Catholic children living within the Parish of Our Lady of the Angels and St. Peter in Chains.
4. Other Baptised Catholic children who have a brother or sister in the academy at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) 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).
7. Non-Catholic children who have a brother or sister in the academy at the time of admission.
8. Non-Catholic children.

Over-subscription

If there is over-subscription within a criterion, the Board of Directors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the academy. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will randomly select a child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

If a child lives with parents with shared responsibilities, each for part of the week, the „home address’ will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit. Documentary evidence may be required.

School entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child’s best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Applying for a place

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in the main academy.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

Late applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting lists

Waiting lists for admission must remain open until the end of December 2017. To facilitate In-Year transfers, children can remain on the waiting list until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (in-year applications)

An application should be made directly to the Board of Directors at the academy.

There is no charge or cost related to the admission of a child to this academy.

Appendix

Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the

Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

Supplementary Information Form

Academy Name: St Thomas Aquinas Catholic Academy

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

St Wilfrid's Catholic Academy

Queen's Avenue, Tunstall,
Stoke-on-Trent ST6 6EE
Tel: 01782 235676
www.st-wilfrid.stoke.sch.uk
Headteacher: Mrs Dianne Mason

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

St Wilfrid's Catholic Academy is part of the Newman Catholic Collegiate MAC. St Wilfrid's Catholic Academy uses its own Admissions policy – see below:

The ethos of this Academy is Catholic. The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the Academy community. This does not affect the right of parents who are not of the faith of this Academy to apply for, and be considered for a place here.

The Academy's Admission Number for the academic year 2017/18 is 45

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed below, provided that the Board of Directors is made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, Board of Directors will give priority to children living closest to the Academy determined by shortest distance (see Note 4).

A map of the parish boundary is available at the Academy and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989), 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. Baptised Catholic children living within the Parish of Sacred Heart Tunstall, St Bernadette's Fegg Hayes and that part of St Joseph's Burslem, who have a brother or sister (see Note 3 below) in the Academy at the time of admission.
3. Baptised Catholic children living within the Parish of Sacred Heart Tunstall, St Bernadette's Fegg Hayes and that part of St Joseph's Burslem, appertaining to the school.
4. Other Baptised Catholic children who have a brother or sister in the Academy at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989), 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.
7. Non-Catholic children who have a brother or sister in the Academy at the time of admission.
8. Non-Catholic children.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the Academy must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Individuals with parental responsibility making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school, which is the main gate situated on Queen's Avenue. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the statutory infant class size limit to be exceeded, the Local Authority, on behalf of the Board of Directors, will use a computerised system to randomly select the child to be offered the final place. Where appropriate, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place and proof may be requested.

School entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age. Whilst a child may start school in the September following their fourth birthday, a parent may choose to defer their child's admission until the beginning of the term following their fifth birthday; however, the child's entry may not be deferred beyond the academic year for which the parent's original application was accepted.

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be conserved to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher. If parents consider submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at:-

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission to primary/infant school until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2017/2018 admission round will be withdrawn if the child does not take up that place during the 2017/2018 academic year. Parents can request that their child attends part-time until the child reaches compulsory school age.

Nursery

Parents must apply on their home Local Authority's (i.e. the Local Authority to whom they pay Council Tax) Common Application Form for a place in Reception Class. Attendance at a particular Academy's nursery does not automatically guarantee that a place will be offered in the main Academy of that nursery.

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the Academy may apply in writing to Chair of the Board of Directors at the Academy address. Appeals will be heard by an independent panel.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same Academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or Academy but still refused admission.

Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme.

Change in preference

Once individuals with parental responsibility have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools or academy. All requests to change preferences should be made in writing to the home Local Authority. Where a change of preference is submitted for an oversubscribed school or Academy, without an exceptional change in their circumstances, then the application will be refused.

Waiting list

Parents whose children have not been offered their preferred school or academy will be informed of their right of appeal and will be added to their preferred school or academy's waiting list.

The Local Authority will send voluntary aided and foundation schools their waiting lists following the offer of school places.

Waiting lists for admission will remain open until the 31 December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded.

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any late applicants accepted will be added to the academy's list in accordance with the school or academy's oversubscription criteria. Inclusion on a school or academy's waiting list does not mean that a place will eventually become

available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school or academy in accordance with a Fair Access Protocol take precedence over those on a waiting list.

In year fair access protocol

The Board of Directors is required to participate in the Local Authority's Fair Access Protocol for the admission of previously excluded or hard to place children.

Applications other than the normal intake to reception class (in-year applications)

An application should be made directly to the Board of Directors at the academy.

There is no charge or cost related to the admission of a child to this academy.

Appendix

Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name,

date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

Supplementary Information Form

Academy Name: St Wilfrid's Catholic Academy

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname

Child's First Name(s)

Address

.....

.....

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No
Is the certificate of Catholic Baptism attached?	Yes	No

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.

STAR Academy

Burnaby Road, Sandyford,
Stoke-on-Trent ST6 5PT
Tel: 01782 235055
www.staracademy.atrust.org.uk
Principal: Miss Nicky Broomhall

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission Policy

STAR Academy uses its own multi-academy admissions policy – see below:

Please note that information relating to year 3, 7 and 12 do not apply to STAR Academy.

1. Introduction

1.1 Academy Transformation Trust is the admissions authority for its academies. The Board of Academy Transformation Trust has delegated to the Local Governing Body of the academy the decisions about which children to admit, within the parameters of this policy.

1.2 This policy relates to the School Admissions Code 2014, School Admission Appeals Code 2012, the Equality Act 2010 (also see our Equalities Policy), Human Rights Act 1998 and the School Standards Framework Act 1998 and any regulations there under.

1.3 All children whose statement of special educational needs or education health and care plan names the academy must be admitted (paragraph 1.6 of the School Admissions Code, December 2014). For information on our SEN local offer, visit the academy website.

1.4 Where fewer applications are received than the number of places available for a relevant age group (normal age that pupils are admitted to the academy) then all applicants will be offered a place.

1.5 Where there are more applications than places for a relevant age group then the oversubscription criteria shall be used to determine which children are offered a place.

2. How to apply

If you are applying for a place during the normal admissions round (application to start at the academy in the age group when other children are normally admitted (see paragraphs 11.1, 11.2, 11.3 and 11.6 for exceptions)) then you should use the Common Application Form (CAF) provided by your home Local Authority (the Local Authority for the area in which you live). Not all Local Authorities refer to the application form as a CAF and many are now providing the option to apply online. You should check the application process for your home Local Authority. For the purposes of this policy the application process will be referred to as CAF submission.

2.2 The deadline for applications during the normal admissions round is:

- 15 January for Reception and Year 3.

2.3 Applications received after the deadline will be treated as late applications and will therefore be considered in accordance with the relevant home Local Authority's co-ordinated scheme (see your home Local Authority's website for details).

2.4 For admission into all other year groups or after the deadline please see section 3 below.

3 In-Year Admissions

3.1 In-Year admissions occur when an application for admission is made outside the normal admissions round. Applications should be made on your home Local Authority's application form, or using the LA online system (if available). Please do not do both. Addresses for the return of completed hard copy forms can be found in appendix 1.

4 How many pupils will be admitted?

4.1 Each academy has set the number of pupils that will be admitted during the normal admissions round, this number is the Published Admissions Number (PAN).

4.2 If the number of applications received for an academy exceeds the admission number then the oversubscription criteria will be used to determine which pupils are allocated a place.

4.3 The admission numbers for our academies are listed in appendix 2.

5 Oversubscription Criteria

5.1 If there are more applications for places than there are places available, we will give preference to children according to the following rules in this order of priority (see paragraph 11.4, 11.5 for exceptions):

1. Looked after children and all previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) in accordance with section 22 of the Children's Act 1989;
2. Siblings; which for the purposes of this policy are defined as: children living permanently at the same address as a child attending the academy at the time of their admission (including children in the 6th Form);
3. Other children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured from the main entrance of the child's address to the door outside the academy's reception on the site where the child will predominantly be based.

6 Application of the Oversubscription Criteria

6.1 The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy records.

6.2 The address given on the application form will be used to assess the straight line distance between the main entrance of the child's address and the door outside the academy's main reception for the site where they will predominantly be based.

6.3 Where a child lives with parents that have shared responsibility for the child, the "address" shall be considered as the home which the child resides for the majority of the school week.

6.4 The unit postal address or quartering area address will be used as the "address" when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address.

6.5 We will accept changes to the address up to the CAF submission deadline.

6.6 If following the application of oversubscription criteria two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place; except in the case where the applicants that cannot be separated live at the same address, in which case the academy should admit them all. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

7 When do I find out if my child has been offered a place?

7.1 If you have applied using the CAF and your application was submitted by the deadline you will receive notification from your Local Authority advising you of the school your child has been allocated. Notifications are issued on:

- 16 April or next working day for Reception and Year 3.

7.2 For late applications made using the CAF you will receive a notification from the Local Authority advising you of the school your child has been allocated on a date in line with the Local Authority policy on late applications.

7.3 The academy is unable to comment on your application prior to the above dates.

7.4 Once a place has been allocated at the academy, you will be contacted by the academy regarding the induction process.

8 What happens if I have not been allocated a place?

8.1 If your child has not been allocated a place at one of our academies then their name will be added to our waiting list. If a place at the academy becomes available children will be admitted from the waiting list.

8.2 You also have the right to appeal the decision.

9 Waiting Lists

9.1 The academy will maintain a waiting list for each year group. Children are only added to the waiting list following an application to join the academy.

9.2 The waiting list for the normal admissions year group (relevant age group) will be cleared on 1 January each year. The waiting list for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list you will need to reapply for a place at the academy.

9.3 Children are ranked on the waiting list in order of the oversubscription criteria above.

9.4 Children allocated a place at the academy in accordance with the Fair Access Protocol will take priority over children on the waiting list.

9.5 The Fair Access Protocol is an agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are shared out to make sure no one school has to take too many of these children. As a Trust we are committed to participating in the Fair Access Protocol.

10 Appeals

10.1 Appeals should be submitted directly to Academy Transformation Trust on the appeals form in appendix 3.

10.2 For applications made on the CAF during the normal admissions round the deadline for submitting an appeal is:

- 20 May or next working day for applications to join Reception or Year 3.

10.3 For all other applications the deadline for submitting an appeal is 20 school days from the date of your notification letter.

10.4 Once you have submitted your appeals form we will acknowledge receipt of the form within 5 school days. The appeals hearing will take place prior to the end of the academic year (or within 30 school days for in-year admissions). You will receive at least 10 school days' notice of the appeals hearing date and additional information will be provided at this time.

10.5 If you miss the deadline for lodging an appeal, where possible we will try to hear your appeal within the same timeframe as if it had been on time. However if this is not possible it will be heard at a later date.

10.6 Appeals will be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code 2012.

11 Exceptions - Applications for Reception

11.1 The academy will make arrangements for all children allocated a place at the academy to be admitted in September full-time. You can request that the date your child is admitted to the academy is deferred until later in the academic year or that your child attends the academy part time until they reach compulsory school age.

Your child must be in attendance at the academy in the final term of the academic year for which the original application was accepted.

Applications for Year 3

11.2 If your child is due to finish Infant School and you would like them to attend a school where Year 3 is not the lowest year group in the academy, then you should list the Primary Academy on your CAF and the application will be assessed as if you had made an in-year application (see paragraph 3).

Statements of Special Educational Needs and Education Health and Care Plans

11.5 All children whose statement of special educational needs or education health and care plan names the academy will be admitted. These children will be admitted irrespective of the number of pupils in the academy and before the oversubscription criteria are applied.

Applications for admission outside a child's normal age group

11.6 Parents have the right to seek a place for their child outside of their chronological age group. Where parents wish an academy to consider this option for an individual child, the parents should contact the Principal at the individual academy and provide relevant information to allow the academy to make a decision on whether such an application would be considered.

Stoke Minster CE (A) Primary

Boothon Old Road,
Stoke-on-Trent ST4 4EE
Tel: 01782 234800
www.stokeminster.stoke.sch.uk
Headteacher: Mrs Lynne Willis

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Reception applications is Sunday 15 January 2017.

Admission policy

Stoke Minster CE (A) Primary uses its own Admissions policy – see below:

Statement

Stoke Minster Church of England Aided Primary School welcomes children from all backgrounds, faiths and no faith. The Governors of the School are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school Stoke Minster has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We hope that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils to the reception each September. This admission limit has been agreed between the Governing Body and the Local Authority and applies to the year 2017/18.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

Oversubscription

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

1. Children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) 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);
2. Children who will have a sibling attending the school at the time of application and at the time of admission;
3. Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form;
4. Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form;
5. Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist;
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form;
7. Any remaining places will be given in order of the nearness of the home to the school, using a straight line distance measurement.

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

Notes

(i) Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application. Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the School) and return this form direct to the School, signed by an appropriate faith leader.

(ii) Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

(iii) Distance

Distance will be measured by nearness of the home to the school as determined by a straight line measurement from the child's home address point to the main entrance of the school, using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

(iv) Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are places available. The waiting list will operate until 31st December in the year of admission. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

(v) Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the School and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

(vi) Multiple-birth applications

Where parent(s)/guardian(s) are seeking to place twins, triplets etc., they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocation after the twins/triplets/multiple births.

If the parent(s) or guardian(s) accept the place(s) for one or more twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, for one term, if a space becomes available and the parent(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).



Applications open on
**MONDAY 3
OCTOBER 2016**

Summerbank Primary

Summerbank Road, Tunstall,
Stoke-on-Trent ST6 5HA
Tel: 01782 233611
www.summerbank.co.uk
Headteacher: Mr Robert Shenton

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Deadline for applications
**SUNDAY 15
JANUARY 2017**

Sutherland Primary Academy

Beaconsfield Drive, Blurton,
Stoke-on-Trent ST3 3DY
Tel: 01782 233977
www.sutherlandprimary.co.uk
Head of Academy: Mr Garry Boote

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Sutherland is a Primary Academy. The Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2017, the Governing Body has agreed that the Published Admission Number (PAN) for pupils is 75 places for pupils of appropriate age.

- Classes in Foundation Stage 2 (Reception) will be no more than 30 pupils, taking into account the government's Class Size Pledge (unless Sutherland is directed to exceed the Class Size Pledge by the Local Authority).
- Classes in Key Stage 1 (Years 1 + 2) may not exceed 30 children per class because of the Class Size Pledge (Y1/Y2) (unless Sutherland is directed to exceed the Class Size Pledge by the Local Authority).

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis. Where there are more applications for admissions than the school has places available, the following over-subscription criteria will be used:

1. All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) names the school, that is Sutherland Primary Academy, must be admitted. These children are placed first and thus fewer places may be available for other children
2. Looked-after children and all previously looked-after children – Previously Looked-after children are children who were looked-after, but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order).

3. Those children who live in Sutherland Primary Academy's catchment area who will have a sibling attending the school at the time of the applicant's proposed admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - have one or both natural parents in common, or
 - are related by a parent's marriage or related by parents living as partners at this address, or
 - are adopted or fostered by a common parent.
 We do not include cousins in our definition of sibling.
4. Those children who live in the catchment area of Sutherland Primary Academy.
5. Children who live outside Sutherland Primary Academy's catchment area who will have a sibling attending the school at the time of the applicant's proposed admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - have one or both natural parents in common, or
 - are related by a parent's marriage or related by parents living as partners at this address, or
 - are adopted or fostered by a common parent
 We do not include cousins in our definition of sibling.
6. Children of staff working permanently at Sutherland Primary Academy at the time of application.
7. Children who live nearest to Sutherland Primary Academy, as determined by a straight line from the child's home address point to the main entrance of the school as calculated by the Local Authority's Geographical Information System.

Please note that all criteria apply at the point of application closing dates

The criteria used to determine admission refer in every case to the child's home address. This means the address where the child normally lives on a full-time basis, not the address of any child-minder or relative. In the case of parents who are separated and where childcare arrangements are shared between two addresses we use, as a tie breaker, the parent who claims the child benefit.

We assume that applicants will always give Sutherland Primary Academy the correct factual information when applying for a school place.

Applicants should be aware that any school place that has been offered on the basis of false information may be withdrawn. Where an offer is withdrawn on the basis of misleading information, the application must be considered again and the Right of Appeal can be offered.

Applicants will be asked to provide evidence of their correct postal address, e.g. child benefit statement in addition to their Birth Certificate. The governing body will accept as evidence of removal into the area proof of exchange of contracts relating to the purchase of a property within the catchment area or a copy of a signed rental agreement (minimum 6 months). The governing body retains the right to check on occupancy arrangements and their decision on such matters is final.

What we mean by sibling

a child who is living at the same address as their parent(s)/legal carer(s), as part of a family unit.

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.

Cases of siblings, within the same year group (who are not twins) requiring places in the same academic year group and Sutherland Primary Academy having one place available, will be considered on an individual basis

Unsuccessful applicants have a statutory right of appeal to an Independent Appeal Panel.

Sutherland Primary Academy does not consider repeat applications within the same academic year unless there have been significant and/or material changes in the circumstances of the parent, child or school relevant to the application (see DfE School Admission Appeals Code of Practice).

Waiting Lists

Under the co-ordinated scheme, the Academy and Local Authority will maintain a waiting list until the end of December. The Academy will continue to maintain a waiting list for subsequent terms, for all year groups, including In-Year applications, until the end of each academic year, when the list will be discarded.

Nursery Admissions

All children aged 3 and 4 years are entitled to receive 15 hours of early education for 38 weeks each year, term time only. Sutherland Primary Academy will fund a further 15 hours per week, making it possible for children attending Sutherland Nursery to have a full time place.

It is important that a separate application is made for every child for admission into Foundation Stage 2 (Reception) class. Attendance at the Foundation Stage 1 (Nursery) class is no guarantee that a place will be available in Foundation Stage 2 (Reception).

There is no Right of Appeal for Nursery Applications.

Annexe 1 Catchment area

The catchment area of Sutherland Primary Academy includes:

The Beaconsfield Estate, The Seddon's Estate, Drubbery Lane/Maythorne areas as far as Trentham Road. A map is available on our website/from the academy.

The Crescent Academy

Pinewood Crescent, Meir,
Stoke-on-Trent ST3 6HZ
Tel: 01782 318145
www.thecrescentacademy.com
Executive Principal: Mr David Alston

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

The Willows Primary

Greatbatch Avenue, Penkhull,
Stoke-on-Trent ST4 7JU
Tel: 01782 233280
www.willowsprimary.com
Headteacher: Mrs Sarah Thursfield

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Waterside Primary

Eastwood Road,
Stoke-on-Trent ST1 3JS
Tel: 01782 234630
www.waterside.stoke.sch.uk
Headteacher: Mrs Joanne Knowles

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Weston Heights Infant School

West Street, Weston Coyney,
Stoke-on-Trent ST3 6PT
Tel: 01782 319607
www.whinfants.co.uk
Executive Headteacher – Mrs Kathryn Clayton

The School admits students between the ages of 3-7

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Whitfield Valley Primary Academy

Oxford Road, Fegg Hayes,
Stoke-on-Trent ST6 6TD
Tel: 01782 234570
www.whitfieldv.org.uk
Executive Headteacher: Mrs Helen Stocking

The School admits students between the ages of 3-11

How to apply for Nursery or Reception place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for Nursery applications is Tuesday 31 January 2017.

The closing date for Reception applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Junior schools in Stoke-on-Trent

Please note that a separate application must be made for any transfer from Infant to Junior school. Applications for transition from Infant Schools to their linked Junior School requires only a single preference.

Alexandra Junior School

Meir Road, Normacot,
Stoke-on-Trent ST3 7JG
Tel: 01782 235377
www.alexandra-jun.stoke.sch.uk
Acting Headteacher: Miss Julie Rowe

The School admits students between the ages of 7-11

How to apply for a junior school place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for junior applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Moorpark Junior School

Park Road, Burslem,
Stoke-on-Trent ST6 1EL
Tel: 01782 234440
www.moorpark.stoke.sch.uk
Headteacher: Mrs Karen Peters

The School admits students between the ages of 7-11

How to apply for a junior school place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for junior applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Grove Junior School

Turner Street, Northwood,
Stoke-on-Trent ST1 2NL
Tel: 01782 234550
www.grovejunior.co.uk
Headteacher: Mrs Nicola McIntyre

The School admits students between the ages of 7-11

How to apply for a junior school place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for junior applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

Weston Coyney Junior School

Princess Drive, Weston Coyney,
Stoke-on-Trent ST3 6NG
Tel: 01782 312112
www.westoncoyney-jun.stoke.sch.uk
Executive Headteacher: Mrs Kathryn Clayton

The School admits students between the ages of 7-11

How to apply for a junior school place for September 2017

An application must be made online at www.stoke.gov.uk/admissions or by using the local authority preference form.

The closing date for junior applications is Sunday 15 January 2017.

Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Useful contact details

Children and Family Services
Civic Centre, Glebe Street,
Stoke-on-Trent,
ST4 1HH

Admissions and Transport Helpline	01782 234598
In Year Admissions	01782 237856
Education Welfare	01782 235355
SEND Information Advice and Support Service (SENDIASS)	01782 234701
Free School Meals	01782 236813
Vulnerable Children and Corporate Parenting Hanley Area Office	01782 235100
Pupil Support for Staffordshire: Children and Lifelong Learning, Tipping Street, Stafford ST16 2DH E-mail: admissions@staffordshire.gov.uk	01785 278593



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City of
Stoke-on-Trent

stoke.gov.uk/education