



# Arlecdon Primary School

## Admission Policy

### 2025/2026

Signed by:

\_\_\_\_\_ Headteacher Date: February 24

\_\_\_\_\_ Chair of governors Date: February 24

<b>Author/Contact</b>	Lara Robson Email: <a href="mailto:robsonl@changinglives.education">robsonl@changinglives.education</a>	
<b>Version</b>		
<b>Status</b>		
<b>Publication Date</b>		
<b>Review Date</b>	Annually	
<b>Approved/Ratified by</b>	LGB	
Distribution: Arlecdon Primary Staff and accessible via the school website		

Version	Date	Comments	Author
01			Wendy Figes
02			Sophie McCabe
03	February 2024	No updates	Lara Robson

Arlecdon Primary School is an Academy and part of the Changing Lives Learning Trust (CLLT). The Academy Trust is the Admissions Authority and acts as part of the coordinated scheme within the Local Authority. Applications for a place at Arlecdon Primary School should be made on the Local Authority Common Application Form (SA1).

This policy will be available from our school office and the website

### Reception Admissions

Requests for Reception places should be completed by mid -January 2025. However the school will accept applications for in-year admissions at anytime ( see below).

Decisions about outcomes will be available from the local authority. The school will be informed at the same time.

Parents may defer the admission of summer born children for one year but need to state this on their application. The following criteria will still apply.

There will be 15 Reception places available in the school in September 2025.

In the event that there are more applicants than places, The Academy Trust will allocate places using the following criteria, which are listed in order of priority:

1. The child has a Statement of Special Education Needs or an Education Health and Care Plan which names Arlecdon Primary School, in these circumstances the Academy Trust would have a statutory duty to admit the child.

2. Children looked after by a local authority and previously looked after children.

\*NB 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 order or special guardianship order).This includes any children cared for outside of England by a public authority, religious organisation or similar.

3. Attendance at Arlecdon Primary School Nursery

4. Children who are closely related to an employee of Arlecdon Primary School, this includes children, grandchildren, adopted children and step children. This doesn't include cousins, nieces or nephews.This employee must have worked at the school for two years or appointed to fill a post where there is a demonstratable skill shortage. Priority cannot be given to employees of any school within the MAT or within the central trust team.

5. Children resident within the Academy catchment area, or who will soon be resident in the catchment area, who have a brother or sister \*already in attendance at Arlecdon Primary School or another school in the WLMAT at the time of admission.

\*NB Brothers and sisters are those living at the same address and includes step and foster children

6. Children resident, or who will soon be resident, within the Academy catchment area.

7. Children not resident in the Academy catchment area with a brother or sister\* already in attendance at Arlecdon Primary School.

\*NB Brothers and sisters are those living at the same address and includes step and foster children

8. Children not resident in the Academy catchment area without a brother or sister already at Arlecdon Primary School.

If applications cannot be separated by applying the above criteria, places will be prioritised by the proximity of the front door of the child's home to the Main Entrance of the School, measured by a straight line – using the LA GIS system, those nearest being awarded the highest priority.

Where the Academy Trust are unable to offer a place because the Academy is oversubscribed, parents have the right to appeal to an Independent Admission Appeal Panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act 2002. Parents should notify the Office Manager at the School within 20 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also attend in order to present their case. Parents will normally receive 10 days' notice of the place and time of the hearing. The local authority will be informed of any outcome within 2 working days.

#### Nursery admissions

Arlecdon Primary School provides education for children aged 2-4 as Nursery provision. Applications for a Nursery place are made via the school office.

There will be up to 20 places available in the Nursery from September 2025 however in the event of numbers being over 12, the school will reserve the right to determine the hours and days available for each child. The school will manage this to ensure adult:child ratios are appropriate according to age and needs.

In the event of more applicants than places, the Academy trust will allocate places using the following criteria:

1. Children with a Statement of Special Education Needs or an Education Health and Care Plan which names Arlecdon Primary School, in these circumstances the Academy Trust would have a statutory duty to admit the child.
2. Children looked after by a local authority and previously looked after children. Including those who have been in state care outside of England by a public authority, religious organisation or similar.
3. Children who are closely related to an employee of Arlecdon Primary School, this includes children, grandchildren, adopted children and step children. This applies if the employee has worked at the school for two years or more or has been appointed to fill a demonstratable skill shortage. This doesn't apply to staff at other schools within the MAT or the central trust team. It also doesn't include cousins, nieces or nephews.

4. Children who are aged 3 or over and will be entering Reception in the following school year.

5. Children resident within the Academy catchment area, or who will be living in this address whilst attending nursery, who have a brother or sister \*already in attendance at Arlecdon Primary School.

\*NB Brothers and sisters are those living at the same address and includes step and foster children

6. Children resident within the Academy catchment area, or moving into catchment when attending the school.

7. Children not resident in the Academy catchment area ( or planning to move into it) with a brother or sister\* already in attendance at Arlecdon Primary School.\*NB Brothers and sisters are those living at the same address and includes step and foster children

8. Children not resident in the Academy catchment area ( or planning to move into catchment) without a brother or sister already in attendance at Arlecdon Primary School.

The school hold an up to date record of applications for the Nursery which is viewed termly. In a 'tie break' situation where there are several pupils and only one place, priority will be given to children requiring 30-hour childcare.

Decisions about Nursery provision in the event of a tie-break situation will be made by the Appeals Panel made up of at least three members of the Governing Body. Applicants will be notified within 10 days and the local authority will be notified within 2 working days of this outcome being decided.

#### Other Admissions

The school Pupil Admission Number (PAN) is 15 per year group. A decision to exceed the PAN can be made by the Head Teacher and Governing Body. We keep classes at Key Stage One and the EYFS to 30 pupils or below.

To apply for a place, parents/ guardians should contact the school directly in the first instance and then complete an SA8 form which is sent to the Admissions team at the local authority.

Parents may request that a child is admitted into a different year group than their chronological age. Applications of this nature will be considered by the Head teacher in consultation with staff, parents and other interested parties (SEND team for example) Parents have the right to challenge any decision made using the school complaints procedure.

If places are available, an offer will be made, unless admitting the child would prejudice the efficient education of others or the efficient use of resources. If the application is refused, full reasons will be given together with the details of the right of appeal.

The Fair Access protocol dictates that we will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. However, if the school receives in-year applications and does not wish to admit the child because it has a good reason to believe that the child may display challenging behaviour, it may refuse admission and refer to the Fair Access Protocol. In this context a decision is made as to

whether past behaviour indicates that this child's behaviour is likely to significantly interfere with the education of other pupils and/ or jeopardise the rights of staff and pupils to a safe and orderly environment. Parents will have a right to appeal for any place that has been refused, even if the child was allocated a place under the Fair Access Protocol

If a child has been excluded from two or more schools, however, the school may refuse the child a place, within 2 years of the last exclusion. This does not apply to:

- Children below school age
- Children who were reinstated (or would have been) reinstated following permanent exclusion
- Children who have had their permanent exclusion quashed by an independent review panel
- Children with an EHCP that names the school

#### Other Information

- The address given on the Application Form must be the address at which the child normally lives or will be living when they attend the school. If a false address is given the place offered may be withdrawn should the school be oversubscribed. Evidence of this will be required.
- Late applications will only be considered after all applications received by the closing date have been considered.
- Attendance at the Nursery at Arlecdon Primary School does not automatically guarantee a place in our Reception Class, to be considered for a place the Application Form detailed above must be completed.
- A waiting list for places will be kept by the Academy Trustees and managed by the School Office. Should parents wish their child's name to be included they should inform the Academy of this in writing. Should places become available, the admission criteria will be applied to the list in strict order. Position or length of time on the waiting list will have no influence on the decision unless there is a tie between two pupils in all other respects.