



ADMISSIONS POLICY

2022-2023

Potter Street Academy
Part of the Passmores Co-operative Learning Community

Appendix 1

Potter Street Academy

Admissions Policy 2022-23

The Trustees of the Passmores Co-operative Learning Community (PCLC) are the admissions authority for all PCLC schools.

The procedure for children starting at Potter Street Academy is explained in the booklet 'Primary Education in Essex' which is given to all parents and carers of children resident in Essex who are due to start school in the next academic year.

1 Foundation Stage

At Potter Street Academy all children who will have their 5th birthday between September 1st and August 31st (i.e. during the next academic year) will start school in the Autumn Term (in September) on a phased introduction.

Our published admission number is 30.

The admissions arrangements are as follows:-

- A. Parents must complete an Application Form, either on paper or online, and send it to Planning and Admissions at Essex County Council by the published closing date. Planning and Admissions will allocate places and parents will be offered a place on the published offer date.
- B. At Potter Street Academy we can admit 30 children in each academic year. If more than 30 applications are received, Planning and Admissions will allocate places using the following criteria in the order given:
 1. Looked After Children and previously Looked After Children
 2. Children with a sibling attending the school at the time of application;
 3. Children living in the priority admission area;
 4. Remaining applications.

Letters are then sent to all parents who have been offered a place during the summer term, inviting them to take advantage of the offer of a place and explaining our induction arrangements which will include a meeting for parents.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school; those living closest are given highest priority. In the unlikely event two applicants with identical distance are competing for a single space lots will be drawn. All distances are calculated by the Local Authority using a Geographical Information System and parents are able to check our priority admission area by using the Catchment Area Finder on the Essex Admission website.

Sibling definition

A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit, in the same family household and address, who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

2 Admissions other than new intake

2.1 Mid-year applications

If your child is already at primary school and you wish to transfer him/her to Potter Street Academy, you should complete the [Mid-Year Primary School Application Form](#). The form is designed to help you find a school place for your child by getting the Local Authority to apply for school places on your behalf.

Parents requesting admission to Potter Street Academy are encouraged to visit the school and meet the Headteacher.

Once you have completed the form and sent it to School Planning and Admissions they will apply to all the schools you have listed.

If there are less than 30 children in the year group for which an application is being made, and Potter Street Academy has no other children on their waiting list, the school will confirm with Planning and Admissions that a place can be offered.

If there is a space available, Planning and Admissions will offer you a place on behalf of the school by sending you **an offer letter**.

The school will contact you to organise a visit and a meeting with the Headteacher. At this meeting a start date is organised, further information will be collected by the school and induction arrangements will be clarified.

2.2 Admission of children new to English

For pupils whose families do not speak English the application process is similar.

When an offer letter has been received, parents will still need to organise a school visit to meet the Headteacher. They will be expected to bring their own interpreter to this meeting so that all arrangements are clear.

The induction process for all pupils new to English includes a phased start. This lasts for at least 2 weeks, when pupils will be in school part time. For very young children this could last a little longer.

2.3 Admission of pupils with Special Educational Needs

Having received an offer of a place, the family will be expected to meet with the Headteacher to agree an appropriate start date. This will depend on the individual circumstances of the child and whether there is a need to organise additional adult support for the child prior to starting.

2.4 Admissions out of year group

For information on requests for pupils' admission into a year group different from that determined by date of birth, please refer to Appendix 1.

3 Appeals

New intake

If a child has not been offered a place at their preferred school their parents have the right to appeal via an Independent appeals process. Detailed information about how to appeal can be found on the Essex County Council website.

This policy was approved by the Local Governing Body in November 2018 and will be reviewed annually.

PCLC Admissions Policy - Appendix 1

This appendix sets out the policy for responding to parental requests for children and young people's admission to PCLC schools, into a year group different from that determined by their date of birth. This includes delayed admission to reception for summer born children

The process is as follows:

1. On receipt of such a request, by telephone or in writing, the admissions team will confirm to the parent(s)/carer(s) that their request is to a year group different to that determined by a child's date of birth and advise them to discuss this with the principal or headteacher(s) of the schools (up to a maximum of 3 schools) they are interested in applying to in the first instance.
2. Admissions will also contact the principal/headteacher and advise/remind them of the procedure for dealing with 'out of year' group admission requests.
3. If, after discussion with the principal/headteacher, the parents/carers still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence.
4. The application form will ask for basic information about the child as well as:
 - The nature of the request
 - Clear reasons for the request
 - The child's educational history
 - Indication of the child/young person's wishes (opportunity for them to record their view directly where practical/age appropriate)
5. In addition they will be asked to provide specific information/documentation which may include:
 - School or other educational reports (from the previous school or Early Years Setting where this is available)

- Existing professional reports and assessments e.g. educational psychology reports from LA
 - Health information
 - Exam courses being followed
6. Parents/carers will be informed of the date that the Trustees of the PCLC will meet within 15 school days of receipt of their written request (application form and supporting evidence).
 7. Parents/carers will be informed of the decision of the Trustees in writing within 5 working days of the meeting.
 8. In the meantime, if the child is already attending a school, he/she should continue to attend the current school.

The decision making process

When requests for admission to a year group different to that determined by a child's date of birth are received, a Trustees' meeting will be convened to consider the written application and supporting information/evidence provided by the parent(s). A member of the Admissions Team will minute the meeting and inform the parent/carer of the outcome.

On occasion there may be insufficient evidence for the Trustees to reach a decision. In this instance the Trustees may request additional information or a meeting with the parent(s)/carer(s) which may include the child or young person.

Criteria for agreement to 'out of year' admissions

The Trustees will consider evidence relating to all aspects of the child's development and needs in coming to a decision.

For requests for change of year group where a child is already in school, issues to be considered will include:

- Whether there is clear evidence that the child has previously been educated in a year group above or below that determined by their date of birth and that this has had positive benefits.
- Whether there is clear, documented evidence that to place the child in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
- Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date of birth.

For requests for delayed admission for summer born children the Trustees will consider the following:

- the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature children.

Right of appeal following the decision

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents/carers can make a complaint through the PCLC's complaints procedure. If a parent/carer is unhappy with the way the PCLC has handled their complaint, the parent/carer may then refer their complaint to the Local Government Ombudsman <http://www.lgo.org.uk>