



THE  
**NEW GUILD**  
TRUST

Admissions Policy

## POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Moorpark Junior School  
Jackfield Infant School  
Alexandra Junior School  
Alexandra Infants' School**

### Approval and Review

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	February 2025
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	<i>L Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K Peters</i>
Policy Review Period	12 months
Date of Policy Review	February 2026

<b>Version Control</b>			
<b>Version</b>	<b>Date Approved</b>	<b>Changes</b>	<b>Reason for Alterations</b>
Initial	Feb 2020	No change	
	Feb 2021	No change	
	Feb 2022	No change	
	Feb 2023	1.3 Change to July 2.10 Executive Head role removed 3.8 Change to Summer Term	
	Feb 2024	No change	
	Feb 2025	Point 2 2:2 "managed jointly with" "application form on-line via the Admissions Portal" Point 3 3.6 "on the Admissions Portal"	Update to Application procedures

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## 1. Nursery Provision

- 1.1 Children aged three years by 31 August are able to attend nursery provision in our Infant schools 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 our Nursery settings 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 Arrangement Order or Special Guardianship Order).
  2. Children living within the catchment who have an elder brother or sister at the schools 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 schools 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 schools as determined by a straight line measurement from the child's home address point to the main entrance of the schools.
- 1.3 Once the class is full a waiting list based on these criteria will be held until the end of September of that academic year.
- 1.4 Attendance at a particular Nursery setting will not guarantee admission to a Reception class at the same school.**
- 1.5 As Nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

## 2. Primary Provision

- 2.1 Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at one of our schools, that child is entitled to a full time 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 the New Guild Trust academy schools at 4+ are managed jointly with Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should be made through the Council. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill out a common application form on-line via the Admissions Portal.
- 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 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 an academy, 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 schools 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 schools.
4. Children living outside the catchment area of the schools 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 a 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 December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.

2.8 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 any other 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.

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/Head of School of our schools.

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 preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

### **3. Additional Notes**

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

3.2 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

3.3 Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or
3. An error on the part of the school; or
4. The application is received before Own Admission Authority schools have ranked their applications;
5. Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

3.4 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.

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

3.6 In-year Admissions – where applications for places are made outside the normal admissions round, these should be made directly on the Admissions Portal. The City Council will make appropriate arrangements with schools for data sharing and pupil tracking.

3.7 The Council uses a Geographical Information system to calculate home to school distances. This determines co-ordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

3.8 Waiting lists will be maintained until the end of the Autumn Term. A position on a waiting list 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.

3.9 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week.

i *The child's home address point is used to determine the catchment within which the property lies.*