

**Churchfields Primary School**  
**ADMISSIONS ARRANGEMENTS FOR THE YEAR 2022-2023**

Churchfields Primary School is part of the Collective Vision Trust.

The planned admission PAN is 60

The school will offer places on a full time basis from the start of the Autumn Term in the year of their fifth birthday

Parents have the right to express a preference for the school that they wish their child to attend. However, if the total number of preferences for admission to Chesterton Primary School exceeds the Academy's Planned Admission Number, the following order of priority is used to allocate the available places:

If the total number of preferences for admission to a school exceeds the school's Published Admission Number (PAN), the following order of priority is used to allocate the available places.

- 1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 2) Children who satisfy both of the following tests

**Test 1:** the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the Academy rather than any other school

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the Academy rather than any other school

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application

- 3) Children who have an elder sibling in attendance at the Academy and who will still be attending the Academy at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents' marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners)
- 4) Children living within the catchment area. You can use the following link and enter your postcode to find out if you are in the catchment area [www.staffordshire.gov.uk/Education/Admissions-primary/Catchment-areas.aspx](http://www.staffordshire.gov.uk/Education/Admissions-primary/Catchment-areas.aspx) or to obtain a map of the catchment area.
- 5) Children are arranged in order of priority according to how near their home addresses are to the main gate of the Academy, determined by a straight-line measurement as calculated by the School. The School uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is

calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 24 January 2022. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of place available to other applicants.

Looked after children means children who are looked after by a local authority with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by 2.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

If an applicant is refused there is a statutory right to appeal to the Academy Trust. Further details of the appeal procedure are available upon request.

### **Waiting lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the 31 December 2020..

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

### **Deferred Entry to Reception Class**

Parents may request that their child be admitted to Reception Class on a part-time basis, or that their child be admitted to school later in the same academic year until the child reaches compulsory age (ie beginning of the term after the child's fifth birthday). The effect is that the place will be held for the child in Reception and is not available to be offered to any other child within the same academic year in which it has been offered.

Before deciding whether to defer their child's entry to school, parents should visit their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

### **Admissions Outside of the Normal Age Group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example, if the child is exceptionally gifted and talented or has experienced problems such as ill health, in addition, parents of the summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they be admitted outside of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in their child's best interest to be admitted outside the normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Admissions Authority who will take into account the circumstances of the case and views of the headteacher concerned. Parents do not have the right to insist that their child is admitted to a particular year group.