

Admissions Policy 2025-26

Stepney Primary School

Policy reviewed and adopted
by the Board of Trustees

Autumn Term 1 2023

Version

V2

Date of next review:

Autumn Term 1 2024

Responsible Committee:

Local Governing Body

Monitoring:

Trust Board

Related Policies

Where is this policy
published?

School Website

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1 Policy at a glance

Key Points:

- 1.1 Stepney Primary School's admissions policy aims to be inclusive, welcoming children from all backgrounds and abilities. Applications are treated on merit, with the only restriction being the school's capacity. The policy aligns with the School Standards and Framework Act 1998, the School Admissions Code of Practice, and the Appeals Code of Practice. The school works in consultation with the Local Authority (LA) on admission arrangements.
- 1.2 Parents can express a preference for Stepney Primary, but this doesn't guarantee a place. Applications are ideally made online through the LA, with paper forms available from the LA and the school. The deadline for applications for children starting school in the September of the year they turn five is the 15th of January of that year. The LA coordinates admissions for all Hull primary schools, ensuring every child receives an offer of one primary school place.
- 1.3 The school's Published Admission Number (PAN) is 30, meaning it admits up to 30 pupils into Reception each year. An equal preference system operates, where all parental preferences are considered equally against the admissions criteria. After places are allocated to children with Education, Health and Care Plans (EHCPs), oversubscription criteria are applied in a specific order: children in public care or previously looked after; children with significant medical factors or exceptional family circumstances (requiring robust evidence); children resident in the catchment area; children with siblings attending the school; and finally, geographical proximity to the school. Criteria 4 and 5 act as tie-breakers for other criteria.
- 1.4 "Looked after" children and those previously looked after (including those from state care outside England) are given highest priority. Residence is defined as the child's main family address, not childcare arrangements, unless a court order is in place. Siblings include half and step-siblings living at the same address. Distance is measured using the shortest safe pedestrian route.
- 1.5 In-year transfers are handled through the LA. If spaces are available, places are offered. If not, applicants can appeal, be placed on a waiting list, and allocated places as they become available. For out-of-year group admissions, children with EHCPs are admitted. Available spaces are offered, and if none exist, children are added to a waiting list based on the oversubscription criteria, not the length of time on the list.
- 1.6 Hull City Council's Fair Access Protocol ensures vulnerable children and those without school places are offered a suitable place quickly. Parents can request admission outside their child's normal year group (deferred or delayed entry), and for summer-born children, may choose to delay entry until the September after their fifth birthday. These requests are considered by the governing body. Deferred entry and part-time places are possible until compulsory school age.
- 1.7 Parents can appeal admission decisions to an independent panel. The school's standard number is reviewed regularly. The LA maintains a waiting list ordered by the oversubscription criteria, not the application date. Looked after and previously looked after children take precedence on waiting lists. The waiting list closes on 31st December 2025.

2 Aims

The governing body of Stepney Primary School applies regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

The school aims to ensure that:

- We are an inclusive school that welcomes children from all backgrounds and abilities;
- All applications are treated on merit and in a sensitive manner;
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we follow the procedure set out below in order to determine whether a child is accepted or not. It is how we wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to excess demand on the school places available;
- The level of ability of a child or any special needs that he/she may have plays no part in the admissions policy of this school.

3 How Parents can Apply for their Child to be Admitted to our School

- As our school is part of the THRIVE Cooperative Learning Trust school the school determines the admission arrangements in consultation with the LA;
- Parents have the right to express a preference for the school of their choice and they should do so on the relevant application form. Expressing a preference does not, in itself, guarantee a place at this school. Applications should ideally be made online through the Local Authority. Application forms can be obtained from the Education Department of the LA and from the school and should be completed by the date stipulated on the forms. The Local Authority notifies parents about the school place as soon as all the applications have been considered;
- Children enter school in the September of the academic year in which they will become five. Parents who would like their child to be admitted to this school during the year their child is five should ensure they have completed the necessary application form by the 15th of January of the same year.

4 School Admission Arrangements 2025-26 - Criteria for Admission

The Authority has a duty to coordinate admission arrangements for all Hull primary maintained schools. The Authority will ensure that all Hull parents who apply for a school place and whose children are starting school for the first time receive the offer of one primary school place on the agreed date. The criteria which are to be used to allocate places to the school are described below:

5 Stepney Primary

- 5.1 An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2025. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria. Our School PAN is 30 pupils (i.e. the number of pupils who are admitted to school in our Reception class each year).

- 5.2 The allocation of school places is based on parental preference following the High Court judgement against Rotherham LA. Parents/carers are required to submit applications under the arrangements set out in the coordinated admissions scheme.
- 5.3 Applications for pupils having an EHCP will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's EHCP following consultation with the Head and Governors, the governing body is required to admit the pupil.
- 5.4 After the allocation of EHCP pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:
1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below). This includes children who to have been in state care outside of England but ceased to be so as a result of being adopted;
 2. Being resident in the catchment area of the school (see note (ii) below.);
 3. Having a brother or sister who will be attending the school at the expected time of admission (see note (iii) below);
 4. Geographical, with priority given to those living nearest to the school (see notes and (iv) below).
- 5.5 Criteria 4 and 5 will be used as a tie-breaker for other criteria. If the school is over-subscribed from within its catchment area after the allocation of EHCP children and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes

- Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
- Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half-brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
- The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to the main entrance of the school site is used. (The Authority will use 'Route finder', a computer mapping system, to make measurements).
- The highest priority **must** be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order) (3) or special guardianship order (4). This includes children who have been looked after pupils in other countries and

then been adopted.

6 Definitions

- 6.1 A **'looked after child'** or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- 6.2 An **adoption order** is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

7 In-Year Transfer

If a parent wishes to make an application for an in-year transfer, they must apply through the LA. If a place is available at the school, then they will be allocated a place. If a place cannot be offered, then the parent will be offered the right of appeal; placed on a waiting list; then allocated in from a waiting list in order of oversubscription.

8 Out of Year Group

- 8.1 A parent may apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEND or EHC plan names the school will be admitted.
- 8.2 Likewise, if there are spaces available in the year group that parents are applying for, their child will be offered a place.
- 8.3 If there are no spaces available at the time of their application, their child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

9 Fair Access Panel

Hull City Council has a Fair Access Protocol. This ensures that children without a school place and vulnerable children are offered a place at a suitable school as soon as possible.

10 Admission Outside of Normal Year Group (Deferred & Delayed Entry)

- 10.1 Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition parents of a 'summer born child' (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday. Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in the local authorities coordinated scheme. All requests will be considered by the governing body taking into account the individual circumstances, relevant professional advice where appropriate including discussion with the head of the preferred school.
- 10.2 Parents are able to defer entry into school or request a part time place until their child reaches compulsory school age. If a parent wishes to defer their child's entry into Reception they must notify the school as soon as possible after receiving their confirmation of an allocated place.

11 Admission Appeal

- 11.1 If a place cannot be offered a parent would be offered the right of an appeal and given the reason for the refusal.
- 11.2 If parents wish to appeal against a decision to refuse entry, they can do so by completing an appeal form and returning this to the LA. An independent appeals panel will then be set up by our trust (THRIVE) which then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.
- 11.3 If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the School Admissions Appeal Code Feb 2012)

12 The Standard Number

The standard number is the number of children the school can accommodate in any year group. The standard number for our school is 30. We keep this number under review and the governors will apply to change the number if circumstances alter.

13 Waiting Lists

- 13.1 The Local Admission Authority maintains a clear, fair and objective waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.
- 13.2 After offers have been made in March 2025 parents and carers can ask to go on the waiting list for any school. The waiting list will be held in the criteria order of the Admissions Policy and will close on 31 December 2025. Any places which become available will be filled from the waiting list.

14 Public Sector Equality Duty

14.1 The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination;
- advancing equality of opportunity and;
- foster good relations across all characteristics.

14.2 Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

14.3 This policy was reviewed and updated with reference to this duty. The author/s of this document considered



this policy in the light of these requirements to ensure that St. George's Primary School adheres to these statutory regulations.

Person Responsible
Updated
Autumn 1
2023

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NAME OF PERSON RESPONSIBLE: Executive Headteacher
Next Admission Policy (by year) to be reviewed Autumn 2024