



City of  
Stoke-on-Trent

Information for parents

# Primary Schools

## 2019-2020

Apply on-line for school places [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions)

# Introduction

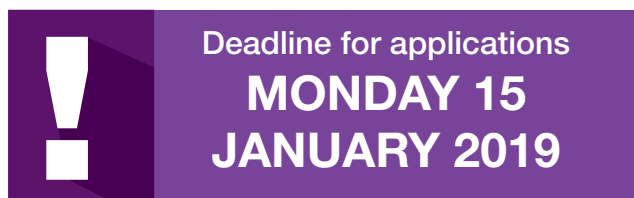


**Rob Johnstone**  
Interim Assistant Director – Learning Services  
Children and Family Services Directorate

It is important to secure the right primary school place for your child. It needs to be somewhere which will meet both your child's and wider family needs. For many families, that means the local school, but it is your right to express a preference for a place at any primary school and places are allocated according to published criteria.



In deciding on your preferences, I would encourage you to take a look at the range of schools available in this prospectus. It is also a good idea to visit schools you are interested in – many of them hold special open events to enable you to have a look around and ask any questions you have. Schools also set out considerable information on their websites.



This document also sets out what you need to do in registering your preferences – and it tells you about the options open to you if you don't get your preferred place.

Applications should be made online at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions) or by completing an application form by **15 January 2019**. You will be informed of the outcome on **16 April 2019**. Staff in the Admissions and Transport Team can be contacted on **01782 234598** to provide assistance if you have any queries on making this application.

**Rob Johnstone**  
Interim Assistant Director – Learning Services

The information contained in this booklet was accurate at the time of publication. Parents should refer to the website [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions) for the latest information.

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The deadline for applications for a place at a primary school in Stoke-on-Trent for September 2019 is **15 January 2019**.

Applications received after this deadline will be processed as soon as possible, but parental preferences expressed by the deadline will take priority.

# Applying for a place at primary school

## How do I apply for a school place?

**Either parent can complete an application form on behalf of their child. Applications will not be processed where there is a parental dispute in relation to the school(s) to be applied for.**

You can apply for a Reception place at a Stoke-on-Trent Primary (or Infant) school from 1 November 2018. If you live in the city, you need to register your preferences on-line at [admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk)

All dates below relate to applications for a Reception place. **Deadlines and notification dates for Nursery applications are contained within a separate leaflet, "Admission to a Stoke-on-Trent Nursery Class or School"**. This is available on line at [admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk) (even if your chosen schools are located outside of the city).

## The benefits of applying on-line are:

- You will get an instant e-mail confirmation that your application has been received.
- You will be notified of the outcome of your application by e-mail on **16 April 2019**.
- You may edit your preferences on-line anytime before the closing date of **15 January 2019**.
- Forms will not get lost in the post.

If you are applying for a faith place at a Church Aided School or Academy, **additional information such as a baptism certificate/faith reference will be required. This MUST be forwarded to the school separately.** Please refer to the individual admissions policies for faith schools for which forms of additional information are necessary.

**Please note: The required additional information relating to applications on faith grounds must be supplied. Failure to do so will affect the admissions criteria under which your application is considered.**

You should express a preference for three schools on the form. These should be listed in order of preference.

It is most important that you include all of your preferences at this stage, as some schools will have more applications than they can take. Where we are unable to meet your preference, we will try to offer your next preferred school. Naming only one

school on an application form does not increase the chances of being successful. Instead, it will mean that you can only be considered for places left at the end of the process, when other families have been given their second and third preferences. This may result in your child being allocated a school place further away from your family home. Each community school has a defined catchment area and most pupils go to the school which serves their local community (the 'catchment school'). **If you are in any doubt about your catchment school, please contact the school or the Admissions and Transport Team on 01782 234598.**

Failure to make an application could jeopardise a place at a local school for your child. Late applications should be made on a paper copy of the application form. This is available from the Admissions and Transport Team (see back page), or from your local primary school.

Please request a receipt for your completed form when you deliver it to your preferred school. Your receipt should be kept safe.

Allocation letters to tell you the outcome of your application will be sent out on **16 April 2019**.

## Pre-school education nursery schools, nursery classes and other early years settings

Stoke-on-Trent City Council is firmly committed to pre-school education. Nursery schools, nursery classes attached to primary schools, and early education settings provide a structured educational environment in which young children learn through play. This gives children an excellent foundation before starting primary school.

Children in Stoke-on-Trent are entitled to a minimum of a free part time place in a nursery school or class or other early years setting from the age of three. As a parent, you can choose from the following options:

- A maintained nursery school or class: there is one standalone nursery school in the city and most primary schools have one or more nursery classes providing early education in a school environment;

- A private, independent or voluntary childcare setting:  
Many day nurseries, pre-school playgroups and childminders across the city provide part time places for up to 15 hours per week, 38 weeks of the year. Early education in these settings is free, but you may have to pay for any additional time that your child attends for childcare purposes. Parents of children whose third birthday falls on or before 31 August can apply for a place at a maintained nursery school or class. Schools will admit children either from September or from January. The youngest children may be offered a January start date as they may not be quite ready for school in the Autumn term.

The city council operates a co-ordinated scheme for admissions to its nursery schools and classes within Stoke-on-Trent and its city boundary. A separate leaflet is available at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions)


Nursery schools and primary schools with nursery units are shown in the list of schools on pages 15 (Nursery) and 22–27 (Primary). The letter “N” in the age-range column shows that the school has a nursery class.

Parents who prefer their child to benefit from early education in a private, independent or voluntary childcare setting are entitled to a free part-time place from the term following their child’s third birthday.

To access an early education place at a day nursery or pre-school playgroup, you should contact the setting directly. For a list of childcare settings that deliver early education, or for more information about the free entitlement to early education, contact the Early years Team on **01782 232200 (option 1)**.

However, statutory guidance for local authorities in relation to early education and childcare is changing in line with the Childcare Act 2016.

Working parents of three and four-year-olds are eligible for an additional 15 hours a week. This will be on top of the current universal entitlement of 15 hours a week of free early education for all three and four-year-olds.



**Attendance at a nursery class does not guarantee a place in a reception class at the same school.**

Eligibility for the additional hours will be determined by Her Majesty’s Revenue & Customs (HMRC). Parents can apply for the additional 15 hours at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

For more information about eligibility for the additional 15 hours, please visit [www.stoke.gov.uk/beststart](http://www.stoke.gov.uk/beststart)

Please note that in Stoke-on-Trent, some schools/ nursery schools provide 30 hours free early education for all children. Please contact the schools directly before making your application to check their current offer.

If you have any difficulties or need further information or advice, please contact the **Admissions and Transport Team** on **01782 234598**. We will do our best to help you.



# What types of school are available in Stoke-on-Trent?

## What types of school are available in Stoke-on-Trent?

### Community Schools

A community school is run by the local authority, who will:

- employ the staff;
- own the land and buildings;
- decide which admissions criteria will be used to allocate places if the school has more applicants than places.

Community schools look to develop strong links with the local community, sometimes offering use of their facilities and providing services such as childcare and adult learning classes.

### Voluntary Aided Schools

Voluntary-aided schools are mainly religious or 'faith' schools, although anyone can apply for a place. The governing body:

- employs the staff;
- sets the admissions criteria.

School buildings and land are normally owned by a religious or charitable organisation. The governing body contributes to building and maintenance costs.

### Voluntary Controlled Schools

Voluntary controlled schools are similar to voluntary aided schools, but are run by the local authority. As with community schools, the local authority:

- employs the school staff;
- sets the admissions criteria.

School land and buildings are normally owned by a charity, often a religious organisation, which also appoints some of the members of the governing body.

### Academies

These are state funded independent schools.

## Starting school in a reception class

This section of the booklet applies to all infant, junior and primary schools. If you would prefer your child to attend a church school, please read very carefully the special rules which apply. These are detailed in each school's admissions policy which can be obtained from the relevant school. You should read all the information, before deciding which schools to nominate as your preferences.

## Can I choose a primary school for my child?

Parents do not have a right to choose their child's school, but they do have the right to express a preference for the school(s) they would most like their child to attend.

Your preference must be met, unless to do so would "prejudice the provision of efficient education or the efficient use of resources" - for example, when a particular school is full.

If a school is over-subscribed and it is not possible to meet all parental preferences, your second and third preferences will be very important. It is, therefore, vital that you give careful consideration to which schools to name on the application form and in which order you name them. If your child has an Education, Health & Care Plan which names a particular school, your child must be given a place there.

## Parental Responsibility

An application for a school place can only be made by someone with "parental responsibility" for the child.

The Children Act of 1989 requires schools to know who has "parental responsibility" for each child. This helps to ensure that everyone who has parental responsibility for a child is consulted about important decisions, even if s/he does not live with the child.



Applications open on  
**THURSDAY 1**  
**NOVEMBER 2018**



Deadline for applications  
**TUESDAY 15  
JANUARY 2019**

Mothers always have parental responsibility, unless removed by the court. Fathers also have parental responsibility if married to the mother (and this carries on after any divorce/separation or re-marriage even if the child lives apart from them). Fathers named on the birth certificate, whether married or not, have parental responsibility. Unmarried fathers, step-fathers and other relatives who look after a child can obtain parental responsibility by applying to the court, but do not qualify automatically.

Please help the school to collect this information. If any changes occur in your family life, or if orders are made under the Children Act which affect your child, please tell the school.

If you need help with this matter, the Education Welfare Officer attached to the school will be pleased to assist.

### **The co-ordinated scheme**

We operate a co-ordinated scheme of admissions covering all schools in the city and applications from city residents for schools in other authorities.

Full time places in Foundation 2 (reception) classes in schools in Stoke-on-Trent are available in September of the academic year in which a child becomes five years old. All applications for admission by Community, Voluntary Controlled, Voluntary Aided schools and Academies at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the city council. This is known as the co-ordinated admissions scheme. To help this process, applicants are required to complete a common application form.

Schools have an Admission Number (AN) for each year group, including the Foundation 2 (reception) class. The Admission Number is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the Admission Number. Regulations also require that Foundation 2 and Key Stage one classes must have no more than 30 pupils per qualified teacher.

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.

We will pass preferences for Voluntary Aided schools and Academies to the governing bodies of those schools. The governing bodies are the admission authorities for those schools. The governing bodies will be asked to consider the applications in accordance with their own admissions policy and to return to the city council a list of children in priority order. We will consider the preferences for Community and Voluntary Controlled schools in accordance with their own admissions criteria and will draw up a list of children for each school in priority order.

We will allocate places at schools up to their Admission Number. If a child is eligible for a place at more than one school, a place will be offered at the school which is highest on their parent's preference list. This is called an equal preference system. The advantage of this system is that a child is more likely to gain a place at a school which is one of their parent's preferences. It must, however, be recognised that this could be at the expense of a child who lives further away but whose parent has named a particular school as a first preference.



# Education, Health & Care Plan

## Education, Health & Care Plan(s)

Pupils with an Education, Health & Care Plan are considered separately and must be accepted by the school named on their Plan. They will count towards the school's admission number.

If your child has an Education, Health & Care Plan(s), you may wish to contact the Statutory Assessment Section **01782 236842** for advice.

Children and Young People have Special Educational Needs (SEN), if they have a learning difficulty which requires a greater level of SEN provision than most children and young people of their age. If your child has a Plan and is due to move from one sector of education to another, for example from pre-school to primary, or primary to secondary education, an annual review meeting will be held in the summer term of the academic year before they are to transfer, to ensure planning and preparation are in place for a smooth transition.

The SEN Policy and Inclusion Strategy set out the policy, principles and priorities on which arrangements for SEN are based. These documents can be found on our website [stoke.gov.uk](http://stoke.gov.uk)

If your child has an Education, Health & Care Plan(s), it will need to be amended to name the school your child will attend. The annual review in the summer term, prior to their transfer a year later, will give you the opportunity to express a preference for the school you want your child to attend. We must take into account your preference providing:

- The school is suitable for the child's age, ability and aptitude and the Special Educational Needs set out in Part 2 of the Plan or as described in the Education, Health & Care Plan;
- The child's attendance is not incompatible with the efficient education of other children in the school; and
- The placement is an efficient use of the local authority's resources.

It is generally expected that, if your child has made progress in a mainstream primary school, she/he will be able to make progress in a mainstream secondary school.

The arrangements for transfer of young people with a Plan are made by the SEN Monitoring and Assessment Service and so families of children with an Education, Health & Care Plan(s) do not need to complete an application form. If you have any queries please ring **01782 236842**.

## SEND Information Advice and Support Service (SENDIASS)

The service provides information, advice and support to children with Special Educational Needs and/or Disabilities (SEND), their parents, and young people with SEND. We provide free, accurate, impartial information; advice and support on the special educational needs to enable children, their parents and young people to play an active and informed role in their education and care. We help to promote independence and self-advocacy.

We can support by:

- Listening to parents/carers/young people's views and concerns about their child/young person's special educational needs and disabilities;
- Offering accurate and unbiased information from independently trained staff;
- Offering support when a child or young person with special educational needs or disabilities needs extra help in an educational setting;
- Offering support in attending meetings, writing letters/reports and filling in forms;
- Signposting to Parent/Carer forums and other relevant organisations.

We offer:

- A confidential telephone/email helpline;
- A tailored information package;
- Impartial information and guidance to understand and interpret information relating to Special Educational Needs and Disability (SEND);
- Impartial information and guidance through the SEND processes and procedures;
- Impartial information and guidance on local policy and practice including the Law on Special Educational Needs (SEN) and Disability, Health and Social Care and Personal Budgets;
- Impartial information and support to young people to enable them to participate fully in decisions about the outcomes they wish to achieve;
- Impartial information and support for parents/carers and young people during an Education Health & Care Plan (EHC) assessment;



- Impartial information and guidance during the transfer of a Statement of SEN to an EHC Plan;
- Access to an Independent Supporter during an EHC assessment;
- Impartial information and guidance relating to resolving disagreement(s);
- Impartial information around Independent Mediation Services;
- Impartial information and guidance in understanding the Tribunal Appeal Process;
- Impartial information and guidance on exclusions;
- Impartial information when children are out of school;
- Impartial information if you are considering Elective Home Education;
- Home visits (in exceptional cases);
- Signposting to appropriate services including the Local Offer;
- Signposting children, young people and parents to alternative additional sources of advice, information and support that may be available locally or nationally.

To find out more information, please contact:

Tel: **(01782) 234701 or 234847**

E-mail: [iass@stoke.gov.uk](mailto:iass@stoke.gov.uk)

Website: [www.sendiass-stoke.co.uk](http://www.sendiass-stoke.co.uk)

The SEND Information Advice and Support Service Helpline is available: Monday - Friday: 10am to 3pm. An answerphone service is available outside of these hours.

## Children of UK service personnel (UK Armed Forces)

Families of service personnel with a confirmed posting to the Stoke-on-Trent area, or Crown Servants returning from overseas to live in Stoke-on-Trent should provide the unit postal address or quartering area address. This will be used as the "address" when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address. For further information click on <http://bit.ly/2beN9rT>



# How to decide which schools to apply for

Information about how places were allocated last year is available on pages 18 - 21. Look at that information and think about:

- what is the admission number of the school(s) you are interested in? (This is the number of children the school takes each year).
- how many applications were received for your preferred school(s) last year?
- how many children were on the waiting list for your preferred school(s)?
- are they likely to be full?
- are you in the school's catchment area (see the school's website for details of their catchment);
- how far away do you live from the school(s)?

The answers to these questions will give you an idea of how likely you are to get a place at the school(s). It is important to remember that the pattern of applications may differ from year to year. You can express three preferences and we would encourage you to do so. If you have a low priority (within the published oversubscription criteria for a school), you may not get a place at your preferred school.

We cannot reserve a place at the catchment school for your child. If you wish your child to attend your catchment school you must name it on your application form. (This does not apply if your child has an Education, Health & Care Plan).

You should also note that we do not offer assistance with travel costs unless the pupil meets the travel criteria (see page 29 for more information).



**It is important to note that admissions to reception classes are entirely separate from nursery class admissions. If your child already attends a nursery class at the school of your preference, you must still complete an application form. Attending a nursery class does not guarantee a place in that school's reception class.**

If you choose to complete a paper copy of the form and your child attends school outside of the city, the form should be returned directly to the Admissions and Transport Team, address on the back page.

## Do second and third preferences matter?

You should name three schools on the form. It is most important that you include all of the preferences at this stage, as some schools may have more applications than they can take. In that situation, where we are unable to meet your first preference, we will try to offer your next preferred school. If you have a child in a school, especially one which is not your catchment school, you cannot assume that you will be allocated a place at that school.

Naming three preferences will not negatively affect your chances of securing a place at your first preference school. On the other hand, naming the same school more than once on the application form **cannot** increase the chances of you being successful. Instead, it could reduce your opportunity to secure a place at a second or third school within a reasonable distance from your home address.

## How do I apply for a Voluntary Aided Church School?

If you wish to apply for a Voluntary Aided Church School as one of your preferences, you must include the school(s) as one of your three preferences on the form. Before deciding to name one of these schools as a preference, you must consider carefully your chances of being successful in gaining a place for your child. Details of these schools' admission policies can be found on our website or each school's website.



Deadline for applications  
**TUESDAY 15  
JANUARY 2019**

## Admissions to Church of England Voluntary Aided Primary Schools

Admissions to these schools are the responsibility of the schools' governors. If you wish your child to be considered for a place, you should name the school on the city council's application form. We will send a copy to the governors of the school for their attention. Further information may be obtained from:

The Lichfield Diocesan Board of Education  
St. Mary's House, The Close, Lichfield,  
Staffordshire WS13 2LD.  
Telephone 01543 306040

## Admissions to Catholic Voluntary Aided Primary schools

Admissions to these schools are also the responsibility of the schools' governors. If you wish your child to be considered for a place, you should name the school on the city council's application form. We will then send a copy to the governors of the school for their attention. Further information may be obtained from:

Diocesan Education Service  
Don Bosco House, Coventry Road,  
Coleshill, B46 3EA  
Tel: 01675 464755

## Admissions to Academies

Admissions to these schools are also the responsibility of the schools' governors. As with all other schools, if you wish your child to be considered for a place, you should name the school on the application. We will then send a copy to the governors for their attention.

## Criteria used to determine admissions to Foundation 2 (reception) classes at Community and Voluntary Controlled schools

Each community, voluntary controlled school and most academies are surrounded by a defined geographical area called its catchment area, from which it generally admits pupils, but there is no guarantee of a place for pupils living within it, nor for pupils who may move into the area at a later date. Catchment areas are reviewed regularly and the boundaries may be redrawn.

We will draw up a list for each school of children whose parents have named the school as a preference. We will use the following criteria to decide the order of priority (the top priority is a), then b) etc.):

- a) pupils in the care of the local authority (looked after children) or provided with accommodation by the authority as defined by Section 22 of the Children Act 1989 and children who were previously looked after but ceased to be so because they were adopted or became subject to a residency order or special guardianship order
- b) pupils living within the catchment area of the school who have an older brother or sister in attendance at the school at the time of admission or, for admission to an Infant School, at the linked Junior School, at the time of admission.

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 children of cohabiting parents and any other child living at the same residence under the terms of a Residence Order.

- c) other pupils living within the catchment area.
- d) pupils living outside the catchment area of the school who have an older brother or sister in attendance at the school.
- e) other pupils living outside the catchment area.

If priorities have to be decided within any of these categories, children will be placed in order of priority using a straight line measurement from child's home address point to the main entrance of the school.

We will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence. If the reasons concern the child's health or social wellbeing, documentary evidence must be provided by a medical practitioner or other social care professional.

If we consider that the reasons for a place at a particular school are sufficiently strong, we will place the child on the school list above those whose position is based upon the distance criterion



Applications open on  
**THURSDAY 1  
NOVEMBER 2018**

## Home Address

The Home Address of a child is that at which the family live on the closing date for applications. Should a family apply for a school place early in the application cycle and then move house, the change of address **MUST** be notified to the Admissions Team as soon as possible. Failure to do so may result in the offered school place being withdrawn.

If a child lives with **parents with shared responsibilities**, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the address used in relation to child benefit, at the time of the allocation of places.

No priority will be given for early application. Late applications will be considered individually. The local authority will normally accept applications received late for a genuine reason, for example, a single parent who has been ill, or a family that has recently returned from abroad. A late application is less likely to result in your child being allocated one of your preferred schools.

Applications from pupils resident outside the city will be judged according to the same criteria as applications from city-resident pupils. They will be ranked according to the same priorities.

NB: The admission policy for **Willows Primary School** gives equal priority in Category C to pupils in catchment with an older sibling already at the school and pupils living outside the catchment area, who have an older sibling attending the hearing unit.



# Fraudulent Applications

If a place is offered on a fraudulent or intentionally misleading application from a parent, this may effectively deny a place to a child with a stronger claim. In that situation the offered place will be withdrawn.

Places can be withdrawn if the address used on the application form is not the address where the child lives. Where an offer is withdrawn on the basis of misleading information, the application must be considered again, and Right of Appeal can be offered.

## What do I do if I don't get the school that is my preference?

You should firstly call the Admissions Team on **01782 234598** to talk about the options available. There may be a place available at your catchment school, or possibly a place at another school that you had not thought about before. If applicable, we will explain how you can change your preferences.

Additional information and advice is available from ACE (Advisory Centre for Education) on the free phone number **020 88883377**.

You can appeal against the decision to an Independent Appeals Panel, see page 28 for further details.

You should be aware that the law on class-sizes in reception classes restricts the grounds on which an appeal can be upheld. See page 28 for further information regarding class size exceptions.

## Local Authority Offers

If it is not possible to offer any of your preferences, by law we **must** make an offer of the nearest school that has a place. This is not done until after we have considered all the preferences. We make a Local Authority offer to ensure that no Stoke-on-Trent child, for whom an application has been received, is without a school place for September. Parents / Carers can accept or decline this offer and have a legal Right of Appeal (ROA) in respect of any of their unsuccessful preferences. A school place can only be refused in writing. This should only be done once an alternative school place has been secured.

We also operate a waiting list process and your child's name will automatically be added to the waiting list of any Stoke-on-Trent school of a higher preference than the one offered. The waiting lists are maintained in the order of the Admissions Policy relating to that school. Your child's position on any waiting list can go up and down, as it can be affected by other families and their changing circumstances. For example:

- if a family with a higher priority moves away and withdraws their application for a school place, your child will move up the list;
- if a child moves into the area, closer to the school you would like, your child will move down the list.

Where families decline allocated places, those places will be allocated to pupils on the waiting list, in priority order. Each year a number of places become available and are offered to families on the waiting list. This process continues for as long as changes are requested by families within the city.

### **Schools in other local authorities**

If you would prefer your child to go to a school out of the city, you should name the school on the city's application form and we will send a copy to the appropriate local authority. You are strongly advised, however, to name two other preferences on the form, in case this preference cannot be met.

### **Independent or Private Schools**

We do not provide funding for pupils to be educated at private day or boarding or free schools (except where such provision is necessary for children with a Education, Health & Care Plan(s)).

### **Boarding Schools**

We do not run any primary schools which offer boarding facilities and do not normally provide funding for pupils to attend boarding schools in other areas (except where it is necessary for children with a Education, Health & Care Plan(s)).



# Transferring from an infant school to a junior school

If your child is in Year 2 at one of our five infant schools, s/he will normally transfer to the linked junior school.

Transferring to the linked school ensures minimal disruption to each child's education. It is, however, still necessary to complete an appropriate application form, which will be sent to your child's infant school.

To apply for a junior school place you must return the completed form to your child's current infant school by **15 January 2019**. The form will then be passed to the Admissions and Transport Team for processing.

Parents will be informed of the result of their application on **16 April 2019**.



Deadline for applications  
**Tuesday 15 January  
2019**

# In-year transfers

## Transferring from one primary school to another

The legislation in relation to the In Year Admission Process changed with effect from September 2013. Since then parents contact schools directly for places.

If you are moving into Stoke-on-Trent or from one part of the city to another, and wish your child to change school, you should first discuss the matter with your child's present school.

If your child is experiencing difficulties at their current school and you consider that a transfer to an alternative school may be helpful, you should still discuss your child's situation with your current school before making a final decision. You should also think about how your child will get to an alternative school, which may be some distance away from your home.

If after discussion and careful consideration it is considered that a transfer may be beneficial to your child, you will need to complete an In-Year Transfer Request Form. This will be provided by the school that you wish your child to attend. Please be aware that some schools require supplementary information such as Baptismal Certificates.

Once you have completed the In-Year Transfer Request Form, you must return it directly to the school. The school will then tell you whether they can offer you a place. Should a place not be available for your child(ren), you may then approach another school. In this instance, the Local Authority will send you a letter confirming the refusal and in it will outline your Right of Appeal.

# Nursery schools in Stoke-on-Trent

All children aged three and four are currently entitled to receive 15 hours early education for 38 weeks each year (term time).

The statutory guidance for local authorities in relation to early education and childcare has changed, in line with the Childcare Act 2016.

Working parents of three and four-year-olds are eligible for an additional 15 hours a week. This will be on top of the current universal entitlement of 15 hours a week of free early education for all three and four-year-olds. Eligibility for the additional hours will be determined by Her Majesty's Revenue & Customs (HMRC). Parents can apply for the additional 15 hours at [www.stoke.gov.uk/beststart](http://www.stoke.gov.uk/beststart) or contact **01782 232200**.

Some nursery provisions offer places for two year olds. If you are eligible for two year old funding, your child is entitled to 15 hours early education for 38 weeks each year (term time only).

The table below provides details of the city's one nursery school; other nursery provision details are available on pages 22-27.

The number in the column headed "NOR" (number on roll) is the number of pupils in the school in Summer 2018. For schools with a nursery unit (shown by the letter 'N' in the Age Range column), the NOR includes the pupils attending the nursery (full-time equivalent).

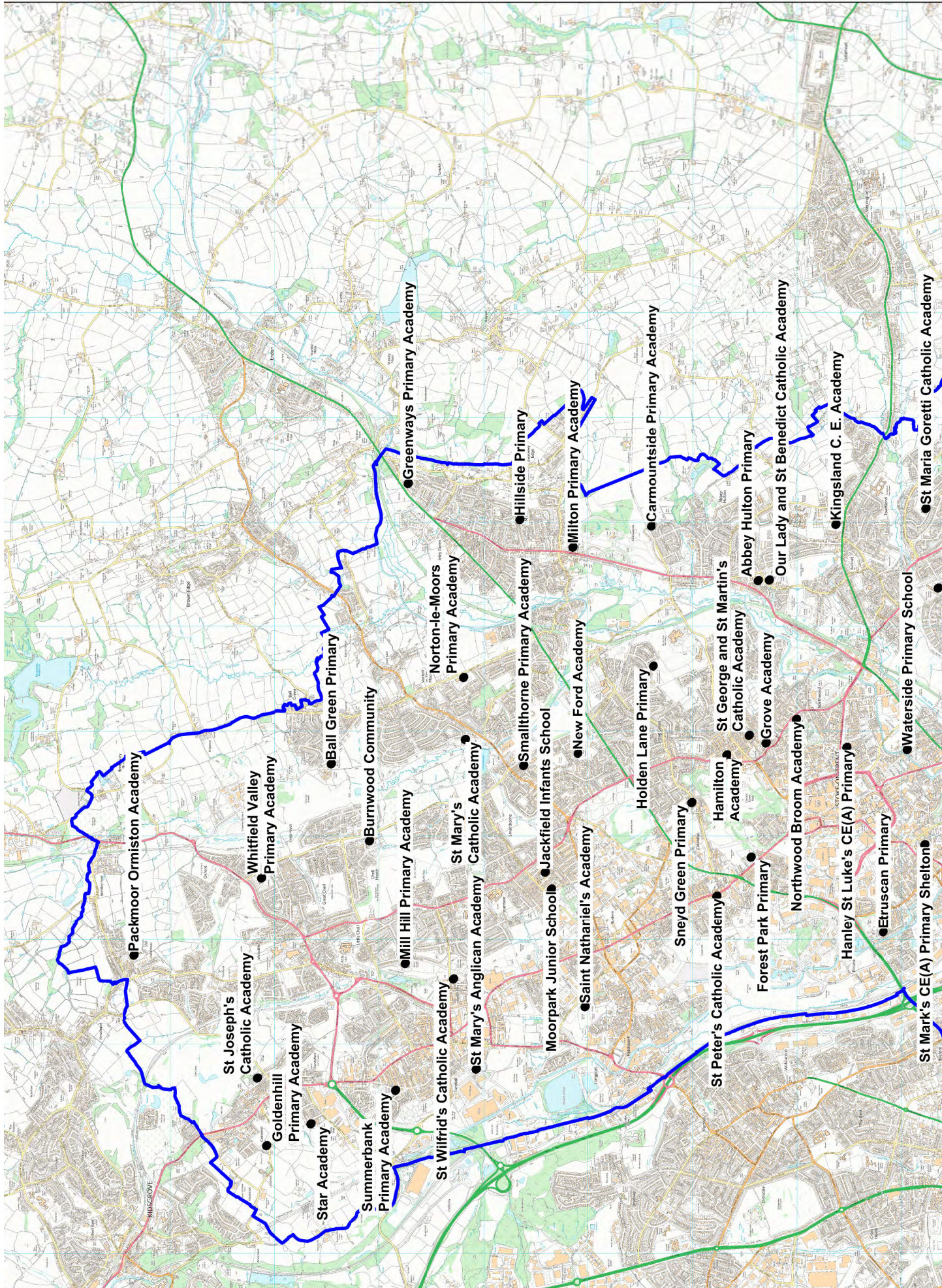
The AN (Admission Number) figure refers to the admission limit set for each school.

Please note that in Stoke-on-Trent, some schools/nursery schools provide 30 hours free early education for all children. Please contact the schools directly before making your application to check their current offer.

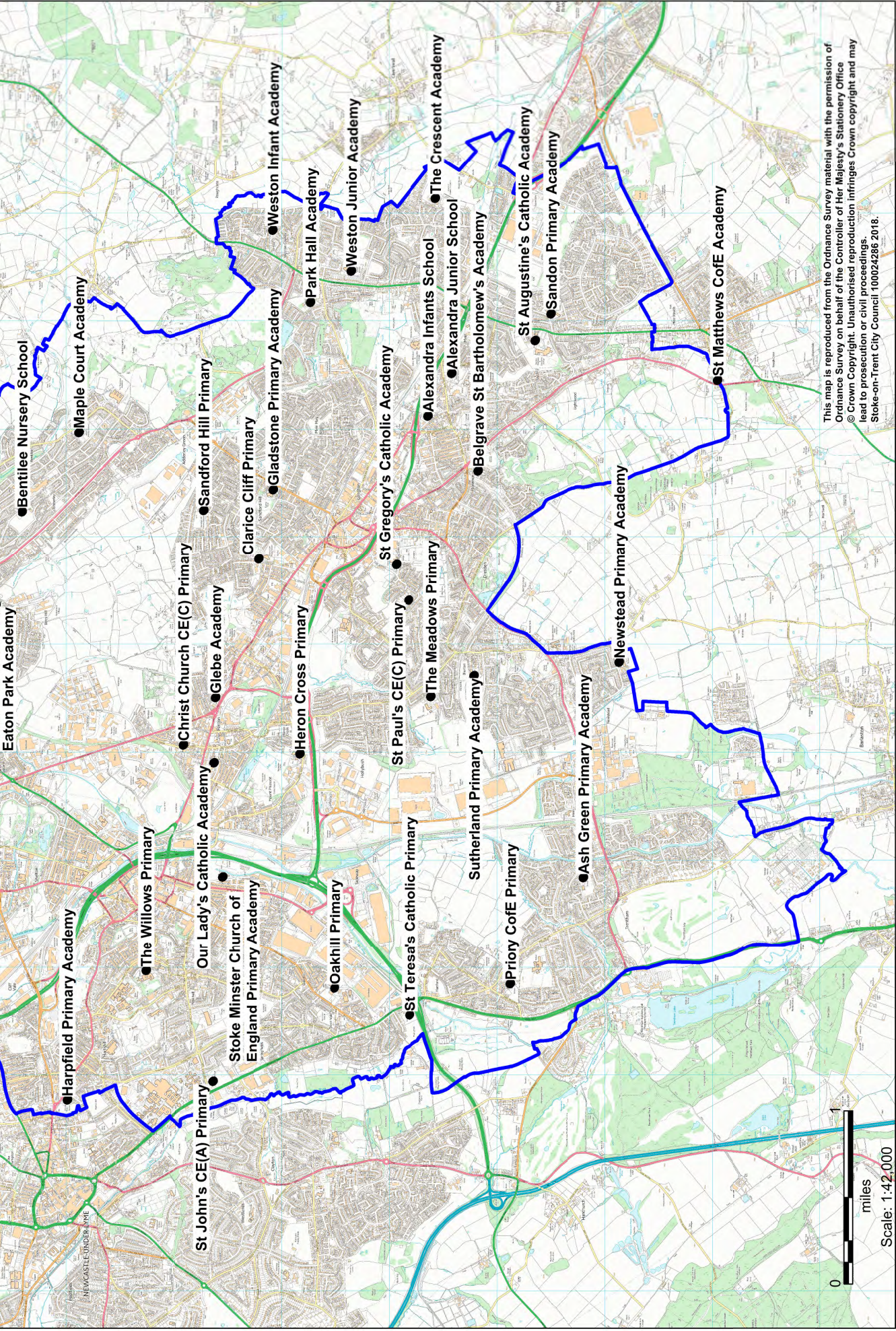
Please note that your child's birth certificate must be provided, upon request, to confirm eligibility.

Nursery School	Telephone	Age	AN	NOR Summer 2018
<b>Bentilee Nursery</b> Headteacher: Miss Juliet Levingstone at Treehouse Children's Centre, Dawlish Drive, Bentilee, ST2 0HW	(01782) 235065	2+	78	64

# Map of local schools







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# How Places were allocated for Reception

Primary School	Published Admission Number	1st Prefs	2nd Prefs	3rd Prefs	Children in Care	SEN Children	Catchment Siblings
Abbey Hulton	30	32	34	12	1	0	7
Alexandra Infants	60	43	17	6	0	0	14
Ash Green Primary Academy	60	70	22	17	0	0	16
Ball Green	45	50	12	4	1	0	19
Belgrave St Bartholomews Academy	60	68	31	10	Last Place Allocated		
Burnwood	90	66	13	11	0	0	28
Carmountside Primary Academy	30	33	14	5	1	0	8
Christ Church CE(C)	30	26	14	8	0	0	7
Clarice Cliff	60	42	12	12	0	0	23
Eaton Park Academy	60	75	36	15	0	0	27
Etruscan	60	65	11	12	1	0	28
Forest Park	60	65	37	20	1	0	38
Gladstone Primary Academy	60	66	29	14	1	0	13
Glebe Academy	30	35	30	23	0	0	4
Goldenhill Primary Academy	30	25	17	6	0	0	2
Greenways Primary Academy	30	24	25	23	0	0	1
Hamilton Academy	60	45	16	9	0	0	11
Hanley St. Luke's CE(A)	60	48	22	10	School U		
Harpfield Primary Academy	30	38	22	11	Last Place Allocated u		
Heron Cross	60	42	13	8	0	0	7
Hillside	30	30	25	11	1	1	8
Holden Lane	30	27	1	3	1	0	11
Jackfield Infants	60	70	21	19	0	0	19
Kingsland C. E. Academy	60	73	33	29	3	1	22
Maple Court Academy	60	62	18	6	0	2	27
Mill Hill Primary Academy	60	52	34	22	0	1	13
Milton Primary Academy	60	49	13	10	0	0	9
New Ford Academy	60	62	30	19	0	1	9
Newstead Primary Academy	60	45	13	11	0	0	8
Northwood Broom Academy	60	51	25	9	0	0	12
Norton-le-Moors Primary Academy	30	28	31	15	0	1	8
Oakhill	60	59	20	9	1	0	6
Our Lady & St. Benedict Catholic Academy	30	32	9	9	Last Place Allocated under		
Our Lady's Catholic Academy	30	32	18	15	Last Place Allocated under		
Packmoor Ormiston Academy	60	71	13	14	0	0	17
Park Hall Academy	60	68	37	28	1	0	13
Priory CE(C)	60	48	31	16	0	1	9

School is it's own admissions authority that follows their own admissions policy - Please refer to attached Booklet for Policy breakdown.

School is it's own admissions authority that follows the admissions policy

# Schools September 2018

Catchment	Non-Catchment + Siblings	Distance	Furthest Distance Admitted (miles)	Total Applications	Appeals Upheld	No. of Children Admitted	LA Offers
11	9	2	0.303	78	1	31	N/A
20	7	3	0.755	66	N/A	47	3
30	7	7	1.663	109	N/A	60	N/A
15	6	N/A	0.589	66	11	52	N/A
Under Criterion D - Distance			0.33	109	0	60	N/A
14	12	10	2.98	90	N/A	78	14
16	5	N/A	1.508	52	1	31	N/A
5	7	7	2.922	48	N/A	30	4
6	10	8	4.05	66	N/A	55	8
30	3	N/A	1.159	126	1	61	N/A
26	4	1	0.728	88	N/A	60	N/A
31	N/A	N/A	0.338	122	2	62	N/A
20	12	14	0.944	109	1	60	N/A
15	3	8	0.804	88	0	30	N/A
6	9	13	1.156	48	N/A	30	N/A
5	6	14	2.485	72	N/A	27	1
9	9	22	2.9	70	N/A	59	8
Undersubscribed			2.317	80	N/A	58	5
Under Criterion 4 - Catchment			0.312	71	0	30	N/A
14	11	16	21.384	63	N/A	48	N/A
6	2	12	1.897	66	N/A	30	N/A
7	7	2	0.734	31	N/A	30	2
30	8	4	0.504	110	0	61	N/A
30	5	N/A	0.627	135	1	62	N/A
29	1	N/A	0.45	86	2	61	N/A
22	8	16	0.812	108	1	61	N/A
7	20	17	1.916	72	N/A	60	7
10	13	27	0.716	111	1	61	N/A
9	4	23	3.075	69	N/A	49	N/A
18	9	12	1.86	85	N/A	60	9
12	5	4	2.348	74	N/A	30	N/A
21	18	14	2.375	88	N/A	60	N/A
Criterion 8 - Non Catholic Children			0.418	50	N/A	30	N/A
Criterion 9 - Non Catholic Children			0.298	65	N/A	30	N/A
27	11	5	0.865	98	0	59	N/A
12	16	18	0.884	133	0	60	N/A
19	6	23	6.123	95	N/A	59	1

Admissions  
in the LA



School oversubscribed  
on first preferences  
received



Distance  
measured by  
Walking Route

Primary School	Published Admission Number	1st Prefs	2nd Prefs	3rd Prefs	Children in Care	SEN Children	Catchment Siblings
Saint Nathaniel's Academy	60	86	20	11	1	1	25
Sandford Hill	60	63	38	17	0	0	14
Sandon Primary Academy	60	61	14	12	3*	0	26
Smallthorne Primary Academy	30	36	36	16	0	0	10
Sneyd Green	90	60	19	24	1	1	10
St. Augustine's Catholic Academy	30	30	18	4	Last Place Allocated under Crite		
St. George & St. Martin's Catholic Academy	30	34	10	2	Last Place Allocated under Crite		
St. Gregory's Catholic	60	70	44	10	Last Place Allocated under Crite		
St. John's CE(A)	45	33	19	18	School Originally Undersu		
St. Joseph's Catholic Academy	30	31	7	7	School Originally Undersu		
St. Maria Goretti Catholic	30	41	17	6	Last Place Allocated under Crite		
St. Mark's CE(A)	60	63	30	6	School Originally Undersu		
St. Mary's Catholic Academy	30	40	31	15	Last Place Allocated under Crite		
St Mary's Anglican Academy	60	78	48	20	Last Place Allocated under Crite Committed Memb		
St. Matthews CofE Academy	15	10	6	10	School		
St. Paul's CE(C)	45	34	8	9	0	0	7
St. Peter's Catholic	30	49	41	7	Last Place Allocated under Crite		
St. Teresa's Catholic	45	48	22	13	Last Place Allocated under Crite		
St. Thomas Aquinas Catholic	30	37	31	19	Last Place Allocated under Crite		
St. Wilfrid's Catholic	45	54	44	19	Last Place Allocated under Crite		
Star Academy, Sandyford	30	14	8	10	School		
Stoke Minster Church of England Primary Academy	60	40	6	12	School		
Summerbank Primary Academy	60	68	19	12	0	0	16
Sutherland Primary Academy	75	53	14	8	School		
The Crescent Academy	90	89	8	11	3	0	40
The Meadows Primary (Formerly Blurton)	60	56	16	9	1	0	14
The Willows	90	110	49	17	1	1	21
Waterside	60	62	31	17	0	0	11
Weston Infant Academy	75	52	20	9	1	1	7
Whitfield Valley Primary Academy	60	52	14	10	1	1	13

<b>TOTAL NUMBER OF PLACES</b>	<b>3420</b>	3241
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School is its own admissions authority that follows their own admissions policy - Please refer to attached Booklet for Policy breakdown.

School is its own admissions authority that follows the admissions policy



Applications open on  
**THURSDAY 1  
NOVEMBER 2018**

Priority + Siblings	Catchment	Non-Catchment + Siblings	Distance	Furthest Distance Admitted (miles)	Total Applications	Appeals Upheld	No. of Children Admitted	LA Offers
	30	1	N/A	0.272	117	2	60	N/A
	9	20	17	0.564	118	0	60	N/A
	20	5	6	0.742	87	N/A	61	1
	15	5	N/A	1.418	88	0	30	N/A
	17	16	15	1.214	103	N/A	90	30
r Criterion 9 - Non Catholic Children				0.583	52	N/A	30	N/A
r Criterion 8 - Non Catholic Children				0.391	46	N/A	30	N/A
r Criterion 9 - Non Catholic Children				0.387	124	N/A	61	N/A
Undersubscribed				3.387	70	N/A	44	11
Subscribed from ontime applications				2.047	45	N/A	30	1
r Criterion 9 - Non Catholic Children				0.287	64	N/A	30	N/A
Subscribed from ontime applications				0.753	99	N/A	60	5
r Criterion 7 - Non Catholic children with sibling				1.833	86	N/A	30	N/A
r Criterion 6 - Children and families who are members of another religious faith				0.33	146	N/A	60	N/A
Undersubscribed				2.954	26	N/A	11	N/A
	9	12	9	1.245	51	N/A	40	3
r Criterion 8 - Non Catholic Children				0.14	97	N/A	30	N/A
r Criterion 8 - Non Catholic Children				1.035	83	0	45	N/A
r Criterion 8 - Non Catholic Children				0.615	87	N/A	30	N/A
r Criterion 8 - Non Catholic Children				0.309	117	N/A	45	N/A
Undersubscribed				0.856	32	N/A	30	17
Undersubscribed				0.899	58	N/A	56	7
	16	21	7	0.369	99	N/A	60	N/A
Undersubscribed				1.232	75	N/A	54	1
	38	5	2	0.858	108	N/A	90	2
	15	10	15	2.579	81	N/A	55	0
	37	23	7	0.613	176	0	90	N/A
	24	10	15	1.807	110	0	60	N/A
	10	14	24	5.821	81	N/A	65	8
	23	9	10	3.243	76	N/A	58	1

missions  
ne LA



School oversubscribed on first preferences received



Distance measured by Walking Route



Deadline for applications  
**TUESDAY 15  
JANUARY 2019**

# Primary schools in Stoke-on-Trent

Primary School	Telephone	Age*	AN	NOR Summer 2018
<b>Abbey Hulton Primary</b> Headteacher: Mrs Linda Williams School Road, Abbey Hulton, ST2 8BS W: admin@abbeyhultonprimary.org.uk	(01782) 235551	N3-4 P4-11	N26 P30	N26 P195
<b>Alexandra Infants School</b> Executive Headteacher: Mrs Dawn Shaw Melville Road, Normacot, ST3 4PZ W: alexinfants.co.uk	(01782) 235505	N3-4 I4-7	N39 I60	N39 I148
<b>Alexandra Junior</b> Executive Headteacher: Mrs Dawn Shaw Meir Road, Normacot, ST3 7JG W: alexandra-jun.stoke.sch.uk	(01782) 235377	J7-11	J60	J220
<b>Ash Green Primary Academy</b> Headteacher: Mrs Ruth Foster The Lea, Trentham, ST4 8BX W: ashgreenprimary.co.uk	(01782) 658977	N3-4 P4-11	N60 P60	N54 P422
<b>Ball Green Primary†</b> Headteacher: Mr Jonathan Hankey Whitfield Road, Ball Green, ST6 8AJ W: ballgreenprimary.co.uk	(01782) 234811	N3-4 P4-11	N45 P45	N43 P299
<b>Belgrave St Bartholomew's Academy</b> Principal: Mrs Kelly Deaville Sussex Place, Longton, ST3 4TP W: belgraveacademy.org.uk	(01782) 235523	N3-4 P4-11	N60 P60	N60 P426
<b>Blurton Primary/The Meadows Primary†</b> Headteacher: Mrs Emma Gater Poplar Drive, Blurton, ST3 3AZ W: www.themeadowsprimaryacademy.org.uk	(01782) 235025	N3-4 P4-11	N45 P60	N47 P363
<b>Burnwood Community School</b> Headteacher: Mrs Diane Herbert Chell Heath Road, Chell Heath, ST6 7LP W: burnwoodcommunityschool.co.uk	(01782) 235577	N3-4 P4-11	N60 P90	P512
<b>Carmountside Primary Academy</b> Headteacher: Mrs Lisa Challinor Woodhead Rd, Abbey Hulton, ST2 8DJ W: carmountsideprimary.org.uk	(01782) 234676	N3-4 P4-11	N26 P30	N24 P199
<b>Christ Church CE (C) Primary†</b> Headteacher: Mrs Paula Scattergood William Street, Fenton, ST4 2JG W: www.christchurchfenton.co.uk	(01782) 234834	N3-4 P4-11	N30 P30	N21 P190
<b>Clarice Cliff Primary †</b> Headteacher: Mrs Diane Broadhurst Goldenhill Road, Fenton, ST4 3DP W: office@claricecliffprimary.co.uk	(01782) 881480	N3-4 P4-11	N60 P60	N56 P403
<b>Eaton Park Academy</b> Principal: Mrs Louise Brammer Arbourfield Drive, Bucknall, ST2 9PF W: eatonparkacademy.co.uk	(01782) 234760	N3-4 P4-11	N60 P60	N60 P428
<b>Etruscan Primary</b> Executive Headteacher: Mrs Michelle Johnstone Dundee Road, Etruria, ST1 4BS W: etruscan.stoke.sch.uk	(01782) 235711	N3-4 P4-11	N45 P60	N45 P356

\*P = Primary, I = Infant, J = Junior and N = Nursery †Planning to become an academy

Primary School	Telephone	Age*	AN	NOR Summer 2018
<b>Forest Park Primary</b> Headteacher: Miss Louise Irving Woodall Street, Hanley, ST1 5ED W: forestpark.org.uk	(01782) 234979	N3-4 P4-11	N52 P60	N52 P410
<b>Gladstone Primary Academy</b> Headteacher: Mrs Elaine Preston Anchor Road, Longton, ST3 5EW W: gladstone.stoke.sch.uk	(01782) 957267	N3-4 P4-11	N60 P60	N59 P419
<b>Glebe Academy</b> Principal: Mrs Suzanne Oakes-Smith Park Place, Fenton, ST4 3HZ W: glebeacademy.co.uk	(01782) 234868	N3-4 P4-11	N30 P30	N28 P207
<b>Goldenhill Primary Academy</b> Headteacher: Mr Steven Martin Broadfield Road, Goldenhill, ST6 4QE W: www.goldenhillprimary.co.uk	(01782) 235790	N3-4 P4-11	N30 P30	N30 P198
<b>Greenways Primary Academy</b> Executive Headteacher: Mrs Christine Dean Nursery Avenue, Stockton Brook, ST9 9NY W: www.learningvillage.org.uk	(01782) 235333	N3-4 P4-11	N26 P30	N26 P215
<b>Grove Academy</b> Acting Principal: Mrs Shirley Carrigan Turner Street, Northwood, ST1 2NL W: grovejunior.co.uk	(01782) 234550	J7-11	J120	J423
<b>Hamilton Academy</b> Principal: Mrs Yvonne Glaister Barthomley Road, Birches Head, ST1 6NW W: hamilton.stoke.sch.uk	(01782) 234420	N3-4 I4-7	N60 I60	N40 I177
<b>Hanley St Luke's CE (A) Primary</b> Headteacher: Mrs Lynne Williamson, Wellington Road, Hanley, ST1 3QH W: hanleystlukes.com	(01782) 234390	N3-4 P4-11	N60 P60	N60 P422
<b>Harpfield Primary Academy</b> Principle: Mr Richard Woollacott Palmers Green, Hartshill, ST4 6AP W: harpfieldprimaryacademy.org.uk	(01782) 234984	N3-4 P4-11	N30 P30	N29 P201
<b>Heron Cross Primary</b> Headteacher: Mrs Dorrie Shenton Grove Road, Heron Cross, ST4 4LJ W: Heroncross@heroncross.org.uk	(01782) 233565	N3-4 P4-11	N39 P60	N40 P328
<b>Hillside Primary</b> Headteacher: Mrs Karen Schonau Field Avenue, Baddeley Green, ST2 7AS W: www.hillsideprimary.org.uk	(01782) 235350	N3-4 P4-11	N26 P30	N26 P213
<b>Holden Lane Primary</b> Headteacher: Miss Clare Thomas Ralph Drive, Sneyd Green, ST1 6JS W: holdenlane-pri.stoke.sch.uk	(01782) 234890	N3-4 P4-11	N26 P30	N26 P199
<b>Jackfield Infant School</b> Headteacher: Mrs Rachel Davies Jackfield Street, Burslem, ST6 1ET W: jackfield.stoke.sch.uk	(01782) 234450	N3-4 I4-7	N60 I60	N52 I178
<b>Kingsland CE Academy</b> Principal: Mrs Sara Goddard Werrington Road, Bucknall, ST2 9AS W: kingslandceacademy.co.uk	(01782) 234430	N3-4 P4-11	N60 P60	P412

Primary School	Telephone	Age*	AN	NOR Summer 2018
<b>Maple Court Academy</b> Principal: Mr Jonathan Baddeley Beverley Drive, Bentilee, ST2 0QD W: office@maplecourt.uk	(01782) 970293	P4-11	P60	P477
<b>Mill Hill Primary</b> Headteacher: Mrs Sharon Bates Sunnyside Avenue, Tunstall, ST6 6ED W: millhill@millhillprimaryacademy.coop	(01782) 234466	P4-11	N60 P60	N60 P460
<b>Milton Primary Academy</b> Executive Headteacher: Mrs Christine Dean Leek Road, Milton, ST2 7AF W: milton@learningvillage.org.uk	(01782) 234780	N3-4 P4-11	N60 P60	N52 P359
<b>Moorpark Junior</b> Headteacher: Mrs Karen Peters Park Road, Burslem, ST6 1EL W: moorpark@moorparkjunior.co.uk	(01782) 234440	J7-11	J60	J233
<b>New Ford Academy</b> Headteacher: Miss Sam Ashley Brownley Road, Smallthorne, ST6 1PY W: newford.org.uk	(01782) 234605	N3-4 P4-11	N60 P60	N58 P418
<b>Newstead Primary Academy</b> Executive Headteacher: Mrs Helen Stocking Waterside Drive, Blurton, ST3 3LQ W: newstead.stoke.sch.uk	(01782) 235490	N3-4 P4-11	N52 P60	N52 P283
<b>Northwood Broom Academy</b> Executive Principal: Mrs Stephanie Moran Keelings Road, Northwood, ST1 6QA W: northwoodbroom.co.uk	(01782) 234379	N3-4 I4-7	N60 I60	N40 I178
<b>Norton-le-Moors Primary Academy</b> Headteacher: Mrs Maxine Rizk Norton Lane, Norton-in-the-Moors, ST6 8BZ W: norton.stoke.sch.uk	(01782) 234792	N3-4 P4-11	N26 P30	N26 P229
<b>Oakhill Primary</b> Headteacher: Mrs Joanna Leach Rookery Lane, Oakhill, ST4 5NS W: oakhillprimarieschool.co.uk	(01782) 235238	N3-4 P4-11	N52 P60	N47 P384
<b>Our Lady's Catholic Academy</b> Headteacher: Mrs Karyn Oakley Watkin Street, Fenton, ST4 4NP W: ourladysca.org.uk	(01782) 235385	N3-4 P4-11	N26 P30	N25 P193
<b>Our Lady and St Benedict Catholic Academy</b> Headteacher: Mrs Debbie Sims Abbey Lane, Abbey Hulton, ST2 8AU W: www.ourladyandstbenedict.co.uk	(01782) 234646	N3-4 P4-11	N26 P30	N26 P206
<b>Packmoor Ormiston Academy</b> Headteacher: Mrs Sharon May Carr Street, Packmoor, ST7 4SP W: packmoorormiston.co.uk	(01782) 234544	N3-4 P4-11	N60 P60	N60 P403
<b>Park Hall Academy</b> Principal: Mrs Georgina Frost Carberry Way, Weston Coyney, ST3 5QU W: www.parkhallacademy.co.uk	(01782) 312384	N3-4 P4-11	N60 P60	N60 P417
<b>Priory CE (C) Primary</b> Headteacher: Miss Pam Keen Jubilee Road, Trentham, ST4 8EF W: prioryceprimary.org.uk	(01782) 233585	N3-4 P4-11	N52 P60	N45 P399

\*P = Primary, I = Infant, J = Junior and N = Nursery

†Planning to become an academy



Primary School	Telephone	Age*	AN	NOR Summer 2018
<b>Sandford Hill Primary</b> Headteacher: Mr David Wardle Clayfield Grove, Longton, ST3 5AQ W: sandfordhill.org.uk	(01782) 235511	N3-4 P4-11	N60 P60	N60 P419
<b>Sandon Primary Academy</b> Principal: Mrs Rachel Beckett Normacot Grange Road, Meir, ST3 7AW W: sandonprimaryacademy.com	(01782) 319097	N3-4 P4-11	N60 P60	P406
<b>Smallthorne Primary Academy</b> Headteacher: Mr Chris Crook Chetwynd Street, Smallthorne, ST6 1PR W: smallthorneprimary.org.uk	(01782) 235265	N3-4 P4-11	N30 P30	N30 P209
<b>Sneyd Green Primary</b> Headteacher: Mrs Rosina Lee Sneyd Street, Sneyd Green, ST6 2NS W: sneydgreen.stoke.sch.uk	(01782) 234460	N3-4 P4-11	N52 P90	N49 P493
<b>St Augustine's Catholic Academy</b> Executive Headteacher: Mrs Margaret Yates Sandon Road, Meir, ST3 7DF W: office@staca.org.uk	(01782) 319504	N3-4 P4-11	N26 P30	N25 P200
<b>St George and St Martin's Catholic Academy</b> Principal: Mrs Dawn Farmer Boulton Street, Birches Head, ST1 2NQ W: sgsmacademy.co.uk	(01782) 234384	N3-4 P4-11	N30 P30	N30 P214
<b>St Gregory's Catholic Academy</b> Executive Headteacher: Mrs Margaret Yates Spring Garden Road, Longton, ST3 2QN W: saintgregorys.org.uk	(01782) 235340	N3-4 P4-11	N52 P60	N51 P396
<b>St John's CE (A) Primary</b> Headteacher: Mrs Samantha Cooper Wheatly Avenue, Stoke-on-Trent, ST4 6SB W: stjohns.stoke.sch.uk	(01782) 238889	N3-4 P4-11	N39 P45	N27 P294
<b>St Joseph's Catholic Academy</b> Principal: Miss Laura Hamilton Mobberley Road, Goldenhill, ST6 5RN W: www.stjosephscatholicacademy.co.uk	(01782) 235393	N3-4 P4-11	N30 P30	N26 P204
<b>St Maria Goretti Catholic Academy</b> Principal: Mrs Zoe Cooper Aylesbury Road, Bentilee, ST2 0LY W: stmariagoretti.org.uk	(01782) 234737	N3-4 P4-11	N26 P30	N26 P213
<b>St Mark's CE (A) Primary</b> Executive Headteacher: Mrs Michelle Johnstone Wood Terrace, Shelton, ST1 4LR W: www.saintmarksprimary.org.uk	(01782) 234411	N3-4 P4-11	N45 P60	N45 P413
<b>St Mary's Anglican Academy</b> Headteacher: Mrs Gill James Ladywell Road, Tunstall, ST6 5DE W: office@stmarysce.org.uk	(01782) 235337	N3-4 P4-11	N60 P60	N57 P445
<b>St Mary's Catholic Academy</b> Principal: Mr Ian Beardmore Ford Green Road, Norton, ST6 8EZ W: stmarysstoke.co.uk	(01782) 234820	N3-4 P4-11	N26 P30	N27 P207
<b>St Matthew's CE Academy</b> Principal: Mr P Mitchell Lightwood Road, Rough Close, ST3 7NE W: stmatthews.stoke.sch.uk	(01782) 394890	P4-11	P15	P99

Primary School	Telephone	Age*	AN	NOR Summer 2018
<b>Saint Nathaniel's Academy</b> Principal: Miss Linda Jones Westport Road, Burslem, ST6 4JG W: saintnathaniels.org.uk	(01782) 234950	N3-4 P4-11	N60 P60	N60 P415
<b>St Paul's CE (C) Primary</b> Headteacher: Mrs N Finney Byatts Grove, Longton, ST3 2RH W: stpaulsprimaryschool.org.uk	(01782) 235051	N3-4 P4-11	N45 P45	N39 P308
<b>St Peter's Catholic Academy</b> Headteacher: Mrs Rossanna Snee Waterloo Road, Cobridge, ST6 3HL W: stpeter@stpetersnewman.co.uk	(01782) 235040	N3-4 P4-11	N30 P30	N29 P212
<b>St Teresa's Catholic (A) Primary</b> Headteacher: Mr Nathan Price Stone Road, Trent Vale, ST4 6SP W: st-teresas.stoke.sch.uk	(01782) 235005	N3-4 P4-11	N45 P45	N37 P312
<b>St Thomas Aquinas Catholic (A) Primary</b> Headteacher: Mrs P Bekalo North Street, Stoke-on-Trent, ST4 7DG W: office.sta@ctkcc.co.uk	(01782) 234919	N3-4 P4-11	N30 P30	N29 P211
<b>St Wilfrid's Catholic Academy</b> Headteacher: Mr Mark Barlow Queen's Avenue, Tunstall, ST6 6EE W: st-wilfrid.stoke.sch.uk	(01782) 235676	N3-4 P4-11	N45 P45	N45 P315
<b>Star Academy</b> Executive Principal: Mrs Bobbie Caisley Burnaby Road, Sandyford, ST6 5PT W: staracademy.atrust.org.uk	(01782) 235055	N3-4 P4-11	N30 P30	N28 P179
<b>Stoke Minster Church of England Primary Academy</b> Headteacher: Mrs Lynne Willis Boothan Old Road, Stoke-on-Trent, ST4 4EE W: stokeminster.stoke.sch.uk	(01782) 234800	N3-4 P4-11	N39 P60	N39 P383
<b>Summerbank Primary Academy</b> Headteacher: Mr Robert Shenton Summerbank Road, Tunstall, ST6 5HA W: summerbank.co.uk	(01782) 233611	N3-4 P4-11	N52 P60	N49 P377
<b>Sutherland Primary Academy</b> Head of Academy: Mr Garry Boote Beaconsfield Drive, Blurton, ST3 3DY W: www.sutherland@sutherlandacademy.co.uk	(01782) 594133	N3-4 P4-11	N60 P75	N55 P424
<b>The Crescent Academy</b> Executive Principal: Mr David Alston Pinewood Crescent, Meir, ST3 6HZ W: crescent@thecrescentacademy.org.uk	(01782) 318145	N3-4 P4-11	N78 P90	N76 P575
<b>The Willows Primary</b> Headteacher: Mrs Sarah Thursfield Greatbatch Avenue, Penkhull, ST4 7JU W: willowsprimary.com	(01782) 233280	N3-4 P4-11	N60 P90	N63 P573
<b>Waterside Primary</b> Headteacher: Mrs Joanne Knowles Eastwood Road, Stoke-on-Trent, ST1 3JS W: office@watersideprimary.org.uk	(01782) 234630	N3-4 P4-11	N45 P45	N42 P303
<b>Weston Infant Academy</b> Executive Headteacher: Mrs Kathryn Clayton West Street, Weston Coyney, ST3 6PT W: whinfants.co.uk	(01782) 319607 / 596848	N3-4 I4-7	N65 I75	N75 I196

Primary School	Telephone	Age*	AN	NOR Summer 2018
<b>Weston Junior Academy</b> Executive Headteacher: Mrs Kathryn Clayton Princess Drive, Weston Coyney, ST3 6NG W: westoncoyney-jun.stoke.sch.uk	(01782) 312112	J7-11	J75	J220
<b>Whitfield Valley Primary Academy</b> Executive Headteacher: Mrs Helen Stocking Oxford Road, Fegg Hayes, ST6 6TD W: whitfieldv.org.uk	(01782) 234570	N3-4 P4-11	N52 P60	N52 P313



# Right of Appeal

## Community and Voluntary Controlled Schools

If we are not able to offer your child a place at your preferred school, you may wish to discuss your child's situation with the Admissions and Transport Team. They will be pleased to help you. If you are still unhappy, you have a right to appeal to an Independent Appeals Panel. For some schools you should lodge your appeal through the local authority. For others, you should go direct to the school. The Admissions and Transport Team will be happy to direct you. Their number is on the back page.

If you believe you have the grounds to appeal you **must complete an appeal form and return it to the appropriate address given on the appeal form. The deadline for Appeals is Friday 18 May 2019.** Failure to meet this deadline may result in your appeal not being heard until September 2019.

An appeals form and information is available from the Admissions and Transport Team or on the website [stoke.gov.uk/education](http://stoke.gov.uk/education).

All appeals will be considered by an Appeal Panel constituted in accordance with the provisions of the School Standards and Framework Act (SSFA) 1998. The Appeal Panel normally consists of three independent people. None of them work for the city council or will have been involved with your case. The panel is independent of the Admission Authority and their decision will be binding on both you and the Admission Authority.

The Advisory Centre for Education (ACE) provides an additional, independent source of advice for parents unable to secure the place they want for their child. Their website can be found at [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

## Voluntary Aided Schools

If you have been refused a place at a church aided school and you wish to appeal, you should appeal directly to the school. This can be done by writing to the Chair of Governors, care of the school. If you have any difficulties contact the Admissions and Transport Team for advice.

## Class Size Appeals

Since September 2001, there are statutory limits on class sizes. This means that, classes in Key Stage 1 **may not** contain more than 30 pupils with a single qualified teacher. Because of this, Appeals against a decision not to admit further pupils into infant classes of 5, 6 and 7 year olds can only be considered on limited grounds. The limited grounds are:

Where an appeal panel is satisfied that:

- the admission of additional children would not breach the infant class size limit; or
- the admissions arrangements did not comply with admissions law or were not correctly and

impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or

- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

In relation to point b) it is not enough to say that there has been a mistake in implementing the school's admission arrangements. The appeal panel can only uphold the appeal in cases where it is clear that the child would have been offered a place if the admission arrangements had been properly implemented or were not contrary to mandatory provisions in the School Admissions Code and the SSFA 1998.

There are some legal exceptions to the Class Size Legislation. These are:

- children admitted outside the normal admissions round with an Education, Health & Care Plan specifying a school;
- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted, after initial allocations of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (2 miles – statutory distance);
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In view of these limitations, parents have a very limited chance of success in relation to 'infant class size' appeals. Below are the statistics for the last 3 academic years.

### Stoke-on-Trent City Council Appeal Statistics

Primary Schools (Infant Class Size)	2015/16	2016/17	2017/18
Number of appeals heard	103	76	107
Number of successful appeals	11	26	31

# Transport

It is the responsibility of parents to ensure that their child(ren) get to and from school at the appropriate time each day.

Where schools are beyond walking distance, you may be entitled to free school transport.

Stoke-on-Trent City Council will provide assistance with a pupil's school transport arrangements if you meet the criteria under our Home to School Transport Policy. For more information on travelling to school please visit <http://bit.ly/2bOYBMn>

If your child is not eligible then find out about cycle routes to the school or enquire about "Park & Stride" or "WOW" (Walk Once a Week). We would like you to consider these other ways of travel as taking your child to school by car can make the roads outside the school very unpleasant and potentially hazardous for all concerned.

## Home to School Transport Policy

Pupils seeking free transport must be of compulsory school age i.e. between the ages of 4+ and 17 years and living in the City of Stoke-on-Trent.

Pupils with a Education, Health & Care Plan(s) are covered by separate policies.

Free transport will be offered to the following categories of young people:

- Pupils unable to walk to school by reason of a temporary mobility/medical problem (transport offered on a temporary basis);
- Pupils unable to walk to school by reason of a long- term medical problem (where the application is accompanied by a letter from a doctor or other medical professional to confirm the medical circumstances and how these affect the child's ability to get to school);
- Pupils unable to walk to school because of the unsuitability of the only reasonable route;
- All those pupils aged 4+ to 8 years if they live more than 2 miles from their nearest qualifying school. The distance is calculated by determining the shortest acceptable walking route for a child accompanied by an adult (not necessarily by road).

## Qualifying Schools

Parents may state preferences for any schools as part of the admissions process. Some choices may appear to trigger free transport or subsidised transport if a place were to be allocated. However, if they fall outside the "qualifying school" criteria and there are suitable places at a nearer qualifying school, then the pupil does not qualify for transport assistance. Transport to and from school then becomes the responsibility of the parent.

Qualifying schools must satisfy all of the following criteria:

- They must be a Community, Foundation, Academy or Voluntary Controlled/Aided school or a pupil referral unit;
- It must be the nearest school to the pupil's home that provides education appropriate to the age, ability and aptitude of the child (including any special placement for an excluded pupil who is off the roll of their mainstream school, or a Faith school that has been chosen by parents because of a religious belief), with places available;
- Where qualification is based on grounds of faith, this is determined through the assertion of this preference through the admission application process. Parents will need to have satisfied the admitting body's faith criterion. For Voluntary Controlled schools, the local authority will require evidence of the family's adherence to the religion / denomination of the school;
- Where a pupil attends a split site school, the relevant site for qualification purposes will be the site where the pupil spends the majority of his/her school week as notified by the school at the beginning of the academic year;
- Where a pupil is dual registered, both sites will be separately assessed to determine the transport need;
- For children in the care of the local authority, the school where the child is placed is deemed to be the 'nearest qualifying school' in order to provide the necessary continuity of education. The allocation of school is to be reviewed as part of the child's regular Care Plan monitoring.

Similarly, transport will be considered to provide continuity of education where it is necessary as a result of other intervention by Vulnerable Children and Corporate Parenting.

## Transport for Children with Special Needs

Children who have a Education, Health & Care Plan(s) and who attend the most appropriate school for their needs, may be provided with assistance with their transport requirements. Free transport may be provided at the discretion of the city council.

For further details please contact the Special Needs Transport Section on **01782 236842**.



Applications open on  
**THURSDAY 1  
NOVEMBER 2018**



## Sustainable Travel to School

When deciding on which school you want to send your child to, you may wish to think about the journey to school. For example, how far it is, is it safe, is it a pleasant journey, and so on.

For many children, walking and cycling are excellent ways to travel to school as it helps to keep them fit and healthy and it has the added bonus of being good for the environment. It is also a lot less stressful, for parents, than driving a car in today's busy traffic conditions and avoids parking difficulties and congestion. What's more you don't necessarily have to walk or cycle the same route as you would drive to school.

99% of Stoke-on-Trent schools have written a School Travel Plan for their site which aims to improve the way children travel to school. As part of the plans schools have developed improved facilities to help children and adults walk or cycle to school. New footpaths have been provided, road crossings, sheltered waiting areas constructed and lockers provided for children to keep their bags safe.

Stoke-on-Trent City Council has invested heavily in schools to encourage a new generation of cyclists. A quarter of schools are now "Bike It" schools which means that they get extra attention with cycle rides, bike related activities and cycle training. Cycle parking has now been provided at over half of Stoke-on-Trent schools and there is now a good network of safe and secure cycle routes. For more information about cycling training contact the Safe & Sustainable Transport Team on **01782 232066**.

For more information on The Sustainable Travel to School Strategy please call the Traveline on **0871 200 2233** or the School Travel Plan Officer on **01782 234968**.



Deadline for applications  
**TUESDAY 15  
JANUARY 2019**

# Other information

## Fair Access Policy

The local authority is required to have an In-Year Fair Access Protocol in order to ensure that access to education is secured quickly for children who have no school place and that all schools in the city admit their fair share of children with challenging behaviour. Once a child is identified as “difficult to place”, the Admissions and Transport Team will ask for a copy of his/her school record and any information relevant to the child’s placement.

In coming to a decision about the child’s placement the local authority will take careful account of the views of the Headteachers and governing bodies of the schools named by the parent. In particular the local authority will take account of any genuine concerns about a Fair Access admission e.g. a previous serious breakdown in relationships between the family and the school, etc.

Children without a school place must take precedence over children on a waiting list attending another school.

## Information for families

A wide range of free information, advice and support is available to parents and carers of children and young people in Stoke-on-Trent:

- Behavioural issues – tackling issues affecting your family.
- Signposting – to services which can provide specialist support and advice.
- Rights and entitlements – your legal and parental rights as a parent or carer.
- Activities – taking place across Stoke-on-Trent during school holidays.
- Childcare – types of childcare, availability of childminders, out-of-school clubs and holiday schemes.
- Family benefits – information on schemes to help with the cost of childcare.
- Brokerage – free additional support if you are struggling to find childcare that meets the needs of your family.

We can also provide information and connect you to other services offering specialist support:

- Children’s centres
- Family support
- Youth offending prevention
- Domestic violence advice and support
- Youth development
- Support for young carers
- School attendance and other education welfare issues

- Sex, teenagers and relationships
- Drug and alcohol education and support for young people
- Anti-social behaviour
- Job enterprise and training
- Tenancy and estate management

How to contact us:

**Phone: 01782 232200**

**Email: CW@stoke.gov.uk**

Our helpline is available from **9.00am to 5.00pm Monday to Thursday, 9.00am to 4:30pm on Friday**. An answerphone message is available at all other times. You can view our web pages for more information for families at [www.stoke.gov.uk](http://www.stoke.gov.uk).

## Free School Meals

Your child will automatically be entitled to free meals whilst in Reception, Year 1 or Year 2, as they will be covered by the Universal Infant Free School Meals provision. However your school will ask you to complete a registration and claim form to confirm any underlying entitlement, based on your own circumstances. This is because the school gets extra funding for every child who would qualify for a meal, under the standard rules for Free School Meals.

Your child is eligible to receive Free School Meals if you are in receipt of any one of the following:

- Income Support;
- The guaranteed element of Pension Credit;
- Income-Based Job-seekers Allowance;
- Universal Credit provided you have an annual net income of no more than £7,400 as assessed by earnings from up to 3 of the most recent assessment periods (not including any benefits you get);
- Income related Employment Support Allowance;
- Child Tax Credit (providing you do not also receive Working Tax Credit) and have an annual income of £16,190 or less (as assessed by HM Revenue and Customs);
- Working Tax Credit run-on – paid 4 weeks after you stop qualifying for Working Tax Credit;
- Support under part VI of the Immigration and Asylum Act 1999.

Please contact your child’s school to make an application. You can ring the Free School Meals Team on **01782 236813**. If you need to add a child to an existing claim, please complete a new application form.

## Complaints

Although our schools will try to offer your child the best possible education, you may at some point feel you wish to make a complaint.

If you are concerned about any aspect of your child's education, you should firstly talk to the school. Most problems can be sorted out informally. If you are still unhappy, the local Education Welfare Officer will be able to advise you what to do next.

If you are still concerned, you can contact OfSTED or, in the case of an academy, the Academies Unit at the Department for Education (DfE). Each faith school has its own complaints policy, a copy of which is available from the school.

## Education Welfare

The Education Welfare Team works in close partnership with schools, settings and other providers of education for children.

Stoke Education Welfare Officers have many years of experience in various educational settings from primary and secondary education through to Alternate Providers, colleges and Special schools with large networks of contacts from support agencies to enable them to actively signpost, support and advise schools. The officers are all extremely knowledgeable in the areas of prosecution, penalty notices and school attendance law. The team also holds a wealth of expertise with regard to child protection and children missing education. Our involvements with children, young people and their parents include:

- Attendance at their place of education;
- Achievement and wellbeing at school;
- Staying safe and improving social behaviour and preventing bullying;
- Supporting registration practise;
- Giving advice on School Attendance Law;
- Raising the profile of School Attendance and Persistent absence.

Additional tailor made functions are available to meet individual school's needs and may include:

- Registration Practice training;
- Specialist advice on Attendance law;
- Attendance assemblies clinics for pupils;
- Attendance DATA support—including Ofsted Inspections;
- Raising the profile of school attendance and persistent absence (home visits, attendance incentives, targeted groups and late gates);
- Issuing penalty warning notices;
- School representation at Child Protection Conferences / Child in Need meetings.

### Contact:

Dean Wilton:

Education Welfare Service Manager

Tel: 01782 233489

Email: [dean.wilton@stoke.gov.uk](mailto:dean.wilton@stoke.gov.uk)

Page: <http://tinyurl.com/Educ-Welfare-Traded>

## Further Help and Information

The **Admissions and Transport Team** is the central contact point for parents requiring further help or information. Our helpline telephone numbers are **01782 234598**.

The team may also be contacted by writing to the address on the back page. Or you could contact us by e-mail on **[admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk)**

Officers will also be pleased to deal with any enquiries in person, should you prefer to visit the office at the Civic Centre to discuss your concerns. Contact the **Admissions and Transport Team** to make an appointment on **01782 234598**. The offices are open to the public from 8.45am to 5pm Monday to Thursday and 4.30pm on Friday. From here you can obtain information on:

- Admissions to schools;
- Exclusions;
- Free school meals;
- Bus passes.





Apply on-line for school places [stoke.gov.uk/admissions](https://www.stoke.gov.uk/admissions)

# Appendix A

## **Please read and understand the admission arrangements for the schools you are interested in before completing an application for your child.**

All applications for admission to community, voluntary controlled, voluntary aided schools and academies at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. A parent can apply for a place for their child at any state-funded school in any area. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill in a common application form. This can be done on-line. This means that parents apply to the local authority in which they live for places at their preferred schools. Parents are encouraged to express a preference for at least three schools.

Other information about how offers were made for places in September 2018 can be found in the section which starts on page 18 ('How places were allocated for September 2018').

There is no guarantee that the same pattern will repeat in 2019.

Pupils with an Education, Health & Care Plan are considered separately and before everyone else and must be accepted by the school named on their Plan. They will count towards the school's admission number.

If a school has more places than applications, any parent that applies must be offered a place. If a school has more applications than places, a school's admission authority must rank applications in order against its published oversubscription criteria and send that list back to the local authority

### **How to make an In-Year application**

Applications made outside the normal admission round (In-Year Admissions) must be made directly to the school. The school will provide an in-year application form for parents to complete. You can also get an application form from the Local Authority. Please see below the Stoke-on-Trent Admissions Policy.

## Admission arrangements for community and voluntary controlled nursery settings and primary schools for 2019/20

### **1. Nursery Provision**

**1.1** All but two of the primary schools in Stoke-on-Trent have a nursery provision attached. In addition, Stoke-on-Trent has one standalone nursery school. Children aged three years by 31 August are able to attend a nursery class or school 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 a nursery setting 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 arrangements order or special guardianship order).
2. Children living within the catchment\* who have an elder brother or sister at the school 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 school 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 school as determined by a straight line measurement from the child's home address point to the main entrance of the school\*\*.

**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.

\* The child's home address is used to determine the catchment for that property

\*\* See the school's website for details

## 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 a school, 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 community, voluntary controlled, voluntary aided schools and academies at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also 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. This can be done on-line.

**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 qualified 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 a 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 school 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 school.
4. Children living outside the catchment area of the school 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 straight line. Where distance is equal for two or more applications, a tie-breaker will be applied whereby places will be determined by random allocation. 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 children of parents living as partners at the address and 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 (eg, 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 of the school concerned.

\* The child's home address is used to determine the catchment for that property

\*\* See the school's website for details

**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 an Education Health & Care Plan (EHCP) are considered separately and before everyone else and must be accepted by the school named on their EHCP. They will count towards the school's admission number.

**3.2** 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 application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

**3.3** 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.



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

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

**3.6** 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[i].

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

**3.8** 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.

On the following pages are the details for each school within Stoke-on-Trent.

# Nursery Schools

## Bentilee Nursery School

Treehouse Children's Centre, Dawlish Drive,  
Bentilee, Stoke-on-Trent ST2 0HW  
Tel: 01782 235065  
[www.bentileenursery.co.uk](http://www.bentileenursery.co.uk)  
[office@bentileenursery.co.uk](mailto:office@bentileenursery.co.uk)  
Headteacher: Miss Juliet Levingstone

The School admits students from the age of 2+

Bentilee nursery school offers part time provision (15 hours free across two and half days a week). Children can be admitted the term after they are two, if they are entitled to two year old funding.

Children can also be admitted the day after they are three years old if they are entitled to two year old funding. If not, they can start the term after they are three.

### How to apply for a Nursery place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form. The closing date for applications is **31 January 2019**.

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



# Primary Schools

## Abbey Hulton Primary

School Road, Abbey Hulton,  
Stoke-on-Trent ST2 8BS  
Tel: 01782 235551  
[www.abbeyhultonprimary.org.uk](http://www.abbeyhultonprimary.org.uk)  
Headteacher: Mrs Linda Williams

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is TUESDAY 15 JANUARY 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Alexandra Infants School

Melville Road, Normacot,  
Stoke-on-Trent ST3 4PZ  
Tel: 01782 235505  
[www.alexinfants.co.uk](http://www.alexinfants.co.uk)  
Executive Headteacher: Mrs Dawn Shaw

The School admits students between the ages of 3-7

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Ash Green Primary Academy

The Lea, Trentham,  
Stoke-on-Trent ST4 8BX T  
el: 01782 658977  
[www.ashgreenprimary.co.uk](http://www.ashgreenprimary.co.uk)  
Headteacher: Ms Ruth Foster

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old.

Although parents have the right to express a preference for the school / academy that they wish their child to attend, there is no guarantee of a place being offered at their preferred school / academy.

It is the Trust's policy to try and meet parent's wishes where possible, however in some cases there may be more applications for a particular school / academy than there are places available. Admission to oversubscribed schools / academies are determined by the oversubscription criteria detailed below.

### Oversubscription Criteria

If the total number of preferences for admission to a school / academy exceeds the school's / academy's Published Admission Number (PAN), the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school / academy then they will be offered a place at the school / academy ranked highest on their application.)

1. Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of other 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 preferred school / academy rather than any other school / academy.

Exceptional circumstances must relate to the choice of school / academy and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They 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 preferred school / academy rather than any other school / academy.  
and

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

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/academy. 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 preferred school / academy (or in the case of an infants school / academy, the affiliated Junior school / academy) and who will still be attending the school / 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 of staff in either of both of the following circumstances:
  - a) where the member of staff has been employed at the school / academy for two or more years at the time at which the application for admission to the school / academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.'
5. Children living within the catchment area of the preferred school / academy.

6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school / academy, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust and / or Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school / academy, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

#### **Additional Notes**

Copies of school / academy catchment area maps are available from the relevant Local Authority or individual schools / academies.

There is no charge or cost related to the admission of a child to a school / academy.

Admissions are administered through a coordinated admission scheme and preferences for schools / academies will be processed centrally by the relevant Local Authority's School Admissions Service. Each child will receive only one offer of a place at a school / academy.

Attendance at a particular infant school / academy will not guarantee admission to any particular junior school / academy. Parents must make a separate application for admission to junior school / academy at the appropriate time.

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

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Trust and / or the relevant Local Authority will not seek to obtain this information on behalf of the applicant.

The Trust and / or relevant Local Authority 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 / academy. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The requirement to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the Trust will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

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 friend's or relative's address will not 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 Trust and / or relevant Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Trust and / or Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2019. 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 on the 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.

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. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Trust and / or relevant local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

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 or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any child not obtaining a place at any of their parent's preferred school / academy will be allocated a place at their catchment area school / academy (if places remain available) or the next nearest school / academy with a space available and advised about the independent appeals process.

### **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 / academy later in the same academic year until the child reaches compulsory school age (i.e. 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 / academy, parents should visit their preferred school(s) / academies 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 / academy.

### **Admission 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, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are 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 the child's best interest to be admitted outside of their 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 Trust who will take into account the circumstances of the case and views of the head teacher of the school / academy concerned. Parents do not have the right to insist that their child is admitted to a particular year group.



### Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list. For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2 and parents will be written to each year to ask whether or not they wish their child's details to remain on the list.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

Inclusion on a school's / academy's waiting list does not mean that a place will eventually become available at the preferred school / academy. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school / academy in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

### Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's / academy's waiting list.

### Repeat Applications

Parents do not have the right to a second appeal in respect of the same school / academy for the same academic year unless, in exceptional circumstances, the Trust has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

### "In-Year Transfer" Arrangements

Parents or carers seeking to transfer to a School / Academy may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school / academy may be after the next term or half term holiday and those parents/ carers are responsible for ensuring that their child continues to receive appropriate education in the interim.



## Ball Green Primary

Whitfield Road, Ball Green,  
Stoke-on-Trent ST6 8AJ  
Tel: 01782 234811  
[www.ballgreenprimary.co.uk](http://www.ballgreenprimary.co.uk)  
Interim Headteacher: Mr Jonathan Hankey

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Belgrave St Bartholomew's Academy

Sussex Place, Longton,  
Stoke-on-Trent ST3 4TP  
Tel: 01782 235523  
[www.belgraveacademy.org.uk](http://www.belgraveacademy.org.uk)  
Principal: Mrs Kelly Deaville

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

Belgrave St. Bartholomew's Academy welcomes children from all backgrounds, faiths and those of no faith. The Governors of the Academy are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the Academy is not dependent on being a member of a particular faith community.

As well as being an inclusive academy, as a Church of England school we have a distinctive ethos and character that reflects the teaching of the Bible and Christian values. All parents applying for a place

at our Church of England Academy are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend our Church of England Academy will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through our commitment to inclusivity, families from other faiths and no faith are warmly welcomed.

### Admissions Process

Parents wishing to apply for a place at Belgrave St. Bartholomew's Academy can apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or complete the Admission Application Form, which is available from the academy. This should then be returned directly to the academy or to the Local Authority by the published closing date.

The admission of pupils with an Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the EHCP. This is a statutory entitlement under S.324 of the Education Act 1996.

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available, the Governors, who are the admissions authority for the Academy, will operate the following oversubscription criteria:

In order of priority:

- a) Children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) 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), immediately following having been looked after.
- b) Children who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date.

Siblings are considered to be those children who live at the same address and either:

- Have one or both natural parents in common;
- OR
- Are related by a parent's marriage or related by parents living as partners at this address;
- OR
- Are adopted or fostered by a common parent.

OR

- Children not adopted, fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

We do not include cousins within our definition of siblings.

If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit

- c) Children who are baptised members of a Christian Church which is in communion with the Church of England. A copy of the baptismal certificate must be provided at the point of application.
- d) Other students arranged in order of priority according to how near their home addresses are to the Academy. Distance is measured by straight line measurement from the front door of the house to the main gate of the school on Sussex Place as measured by the Local Authority geographical information system.

All applications will be ranked against the oversubscription criteria.

### Appeals

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director's Office, City of Stoke-on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH. The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days.

### In Year Admissions

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy and the allocation of places will be made in line with the above oversubscription criteria.

### Waiting List

The Academy will maintain a Waiting List until the end of each academic year. Applications for inclusion on this Waiting List must be made directly to the Academy and these will be ranked according to our over-subscription criteria.

## Blurton Primary / The Meadows Primary †

Poplar Drive, Blurton,  
Stoke-on-Trent ST3 3AZ  
Tel: 01782 235025  
[www.themeadowsprimaryacademy.org.uk](http://www.themeadowsprimaryacademy.org.uk)  
Headteacher: Mrs Emma Gater

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Applications open on  
**THURSDAY 1  
NOVEMBER 2018**

## Burnwood Community School

Chell Heath Road, Chell Heath,  
Stoke-on-Trent ST6 7LP  
Tel: 01782 235577  
[www.burnwoodcommunityschool.co.uk](http://www.burnwoodcommunityschool.co.uk)  
Headteacher: Mrs Diane Herbert

The School admits students between the ages of 4-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Deadline for applications  
**Tuesday 15 January  
2019**

### Carmountside Primary Academy

Woodhead Road, Abbey Hulton,  
Stoke-on-Trent ST2 8DJ  
Tel: 01782 234676  
[www.carmountsideprimary.org.uk](http://www.carmountsideprimary.org.uk)  
Headteacher: Mrs Lisa Challinor

The School admits students between the ages of 3-11

#### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

#### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

### Christ Church CE (C) Primary

William Street, Fenton,  
Stoke-on-Trent ST4 2JG  
Tel: 01782 234834  
[www.christchurchfenton.co.uk](http://www.christchurchfenton.co.uk)  
Headteacher: Mrs Paula Scattergood

The School admits students between the ages of 3-11

#### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

#### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

### Clarice Cliff Primary

Goldenhill Road, Fenton,  
Stoke-on-Trent ST4 3DP  
Tel: 01782 881480  
[www.office@claricecliffprimary.co.uk](http://www.office@claricecliffprimary.co.uk)  
Headteacher: Mrs Diane Broadhurst

The School admits students between the ages of 3-11

#### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

#### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

### Eaton Park Academy

Arbourfield Drive, Bucknall,  
Stoke-on-Trent ST2 9PF  
Tel: 01782 234760  
[www.eatonparkacademy.co.uk](http://www.eatonparkacademy.co.uk)  
Principal: Mrs Louise Brammer

The School admits students between the ages of 3-11

#### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

#### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Etruscan Primary

Dundee Road, Etruria,  
Stoke-on-Trent ST1 4BS  
Tel: 01782 235711  
www.etruscan.stoke.sch.uk  
Executive Headteacher: Mrs Michelle Johnstone

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Forest Park Primary

Woodall Street, Hanley,  
Stoke-on-Trent ST1 5ED  
Tel: 01782 234979  
www.forestpark.org.uk  
Headteacher: Miss Louise Irving

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Gladstone Primary Academy

Anchor Road, Longton,  
Stoke-on-Trent ST3 5EW  
Tel: 01782 957267  
www.gladstone.stoke.sch.uk  
Headteacher: Mrs Elaine Preston

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old.

Although parents have the right to express a preference for the school / academy that they wish their child to attend, there is no guarantee of a place being offered at their preferred school / academy.

It is the Trust's policy to try and meet parent's wishes where possible, however in some cases there may be more applications for a particular school / academy than there are places available. Admission to oversubscribed schools / academies are determined by the oversubscription criteria detailed below.

### Oversubscription Criteria

If the total number of preferences for admission to a school / academy exceeds the school's / academy's Published Admission Number (PAN), the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school / academy then they will be offered a place at the school / academy ranked highest on their application.)

1. Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who satisfy both of the following tests:  
**Test 1:** the child is distinguished from the great majority of other 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 preferred school / academy rather than any other school / academy.

Exceptional circumstances must relate to the choice of school / academy and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They 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 preferred school / academy rather than any other school / academy.

and

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

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/academy. 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 preferred school / academy (or in the case of an infants school / academy, the affiliated Junior school / academy) and who will still be attending the school / 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 of staff in either of both of the following circumstances:
  - a) where the member of staff has been employed at the school / academy for two or more years at the time at which the application for admission to the school / academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.'
5. Children living within the catchment area of the preferred school / academy.
6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school / academy, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust and / or Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school / academy, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

#### **Additional Notes**

Copies of school / academy catchment area maps are available from the relevant Local Authority or individual schools / academies.

There is no charge or cost related to the admission of a child to a school / academy.

Admissions are administered through a coordinated admission scheme and preferences for schools / academies will be processed centrally by the relevant Local Authority's School Admissions Service. Each child will receive only one offer of a place at a school / academy.

Attendance at a particular infant school / academy will not guarantee admission to any particular junior school / academy. Parents must make a separate application for admission to junior school / academy at the appropriate time.

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

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Trust and / or the relevant Local Authority will not seek to obtain this information on behalf of the applicant.

The Trust and / or relevant Local Authority 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 / academy. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The requirement to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the Trust will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

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 friend's or relative's address will not 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 Trust and / or relevant Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Trust and / or Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2019. 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 on the 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.

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. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Trust and / or relevant local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

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 or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any child not obtaining a place at any of their parent's preferred school / academy will be allocated a place at their catchment area school / academy (if places remain available) or the next nearest school / academy with a space available and advised about the independent appeals process.

### **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 / academy later in the same academic year until the child reaches compulsory school age (i.e. 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 / academy, parents should visit their preferred school(s) / academies 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 / academy.

### **Admission 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, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are 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 the child's best interest to be admitted outside of their 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 Trust who will take into account the circumstances of the case and views of the head teacher of the school / academy concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

### **Waiting lists**

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

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2 and parents will be written to each year to ask whether or not they wish their child's details to remain on the list.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

Inclusion on a school's / academy's waiting list does not mean that a place will eventually become available at the preferred school / academy. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school / academy in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

#### **Late Applications**

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been

allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's / academy's waiting list.

#### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school / academy for the same academic year unless, in exceptional circumstances, the Trust has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

#### **"In-Year Transfer" Arrangements**

Parents or carers seeking to transfer to a School / Academy may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school / academy may be after the next term or half term holiday and those parents/ carers are responsible for ensuring that their child continues to receive appropriate education in the interim.





## Glebe Academy

Park Place, Fenton,  
Stoke-on-Trent ST4 3HZ  
Tel: 01782 234868  
www.glebeacademy.co.uk  
Principal: Mrs Suzanne Oakes-Smith

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Goldenhill Primary Academy

Broadfield Road, Goldenhill,  
Stoke-on-Trent ST6 4QE  
Tel: 01782 235790  
www.goldenhillprimary.co.uk  
Headteacher: Mr Steven Martin

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old.

Although parents have the right to express a preference for the school / academy that they wish their child to attend, there is no guarantee of a place being offered at their preferred school / academy.

It is the Trust's policy to try and meet parent's wishes where possible, however in some cases there may be more applications for a particular school / academy than there are places available. Admission to oversubscribed schools / academies are determined by the oversubscription criteria detailed below.

### Oversubscription Criteria

If the total number of preferences for admission to a school / academy exceeds the school's / academy's Published Admission Number (PAN), the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school / academy then they will be offered a place at the school / academy ranked highest on their application.)

1. Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who satisfy both of the following tests:  
**Test 1:** the child is distinguished from the great majority of other 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 preferred school / academy rather than any other school / academy.

Exceptional circumstances must relate to the choice of school / academy and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They 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 preferred school / academy rather than any other school / academy.

and

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

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/academy. 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 preferred school / academy (or in the case of an infants school / academy, the affiliated Junior school / academy) and who will still be attending the school / 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 of staff in either of both of the following circumstances:
  - a) where the member of staff has been employed at the school / academy for two or more years at the time at which the application for admission to the school / academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.'
5. Children living within the catchment area of the preferred school / academy.
6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school / academy, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust and / or Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school / academy, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

#### **Additional Notes**

Copies of school / academy catchment area maps are available from the relevant Local Authority or individual schools / academies.

There is no charge or cost related to the admission of a child to a school / academy.

Admissions are administered through a coordinated admission scheme and preferences for schools / academies will be processed centrally by the relevant Local Authority's School Admissions Service. Each child will receive only one offer of a place at a school / academy.

Attendance at a particular infant school / academy will not guarantee admission to any particular junior school / academy. Parents must make a separate application for admission to junior school / academy at the appropriate time.

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

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Trust and / or the relevant Local Authority will not seek to obtain this information on behalf of the applicant.

The Trust and / or relevant Local Authority 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 / academy. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The requirement to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the Trust will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

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 friend's or relative's address will not 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 Trust and / or relevant Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Trust and / or Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2019. 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 on the 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.

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. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Trust and / or relevant local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

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 or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any child not obtaining a place at any of their parent's preferred school / academy will be allocated a place at their catchment area school / academy (if places remain available) or the next nearest school / academy with a space available and advised about the independent appeals process.

### **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 / academy later in the same academic year until the child reaches compulsory school age (i.e. 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 / academy, parents should visit their preferred school(s) / academies 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 / academy.

### **Admission 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, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are 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 the child's best interest to be admitted outside of their 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 Trust who will take into account the circumstances of the case and views of the head teacher of the school / academy concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

### **Waiting lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list. For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2 and parents will be written to each year to ask whether or not they wish their child's details to remain on the list.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

Inclusion on a school's / academy's waiting list does not mean that a place will eventually become available at the preferred school / academy. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school / academy in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

### **Late Applications**

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's / academy's waiting list.

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school / academy for the same academic year unless, in exceptional circumstances, the Trust has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

### **"In-Year Transfer" Arrangements**

Parents or carers seeking to transfer to a School / Academy may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school / academy may be after the next term or half term holiday and those parents/ carers are responsible for ensuring that their child continues to receive appropriate education in the interim.



## Greenways Primary Academy

Nursery Avenue, Stockton Brook,  
Stoke-on-Trent ST9 9NY  
Tel: 01782 235333  
www.greenwaysprimary.co.uk  
Executive Headteacher: Mrs Christine Dean

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Hamilton Academy

Barthomley Road, Birches Head,  
Stoke-on-Trent ST1 6NW  
Tel: 01782 234420  
www.hamilton.stoke.sch.uk  
Principal: Mrs Yvonne Glaister

The School admits students between the ages of 3-7

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Hanley St Luke's CE (A) Primary

Wellington Road, Hanley,  
Stoke-on-Trent ST1 3QH  
Tel: 01782 234390  
www.hanleystlukes.com  
Headteacher: Mrs Lynne Williamson

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

Hanley St Luke's Church of England Aided Primary School uses its own Admissions policy – see below:

### Admission Policy

Hanley St Luke's Church of England Aided Primary School welcomes children from all background, faiths and no faith. The Governors of the school are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school, Hanley St Luke's has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We expect that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils to the Nursery and Reception classes each September. This admission limit has been agreed between the Governing Body and the Local Education Authority and applies to the year 2019.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

1. Children in public care (looked after children) whose carer(s) wish their child/children to attend Hanley St Luke's CEA Primary School.
2. Children who will have a sibling attending the school at the time of application and at the time of admission;
3. Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the supplementary information form.
4. Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the supplementary information form.
5. Children who are themselves, or whose families are, committed to another religious faith. Written evidence will be required from the faith leader, using the supplementary information form.
6. Any remaining places will be given in order of the nearness of the home to the school, measured along shortest safe walking route from the home to the school's main gate.

#### **Tie-breaker**

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

#### **Notes**

##### **Applications on faith grounds**

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the supplementary information form (which can be obtained from the school) and return this form directly to the school, signed by an appropriate faith leader.

##### **Sibling**

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

##### **Distance**

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the

school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

#### **Waiting Lists**

Waiting lists will be held where in any year the school receives more applications for places than there are places available. The waiting list will operate until a month after the admission date. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

#### **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the school, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

#### **Multiple-birth applications**

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocations after the twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, for one term, if a space becomes available and the parents(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).

Pupils with an Education, Health & Care Plan are considered by a separate procedure and must be accepted by the school named on their Plan. They will count towards the school's admission number. This will reduce the number of places available to other applicants.

**Hanley St Luke's Church Of England Aided Primary School**

**Supplementary Information Form - Application for a place on faith grounds**

**Full Name of Child:** ..... **Date of Birth (dd/mm/yy):** .....

**Name and Address of Church/Place of Worship attended:** .....  
.....  
.....  
..... **Post Code:**.....

**How long have you/the child worshipped here?** .....years .....months

**How many times per month (including weekday services) do you worship?** .....x per months

**Give details of any involvement in any church/faith activities e.g. youth work, voluntary work, committees, any office or role etc.**

**If you have moved within the last two years, give details of previous place of worship and length/frequency of attendance**

**Name of Minister/Faith Leader of your current place of worship and contact details**

**Declaration**

**I certify that these details are, to the best of my knowledge, correct.**

Signed Parent/Carer: .....

Date: .....

Signed Minister/Faith Leader: .....

Date: .....

**This form must be signed by your faith leader and returned to the Academy by 31st October at the latest.**

**PLEASE RETURN to: The Headteacher, Hanley St Luke's CE (A) Primary School, Wellington Road, Hanley Stoke on Trent, ST1 3QH**

## Harpfield Primary Academy

Palmers Green, Hartshill,  
Stoke-on-Trent ST4 6AP  
Tel: 01782 234984  
www.harpfieldprimaryacademy.org.uk  
Principle: Mr Richard Woollacott

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

#### 1. Basic principles

The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy (The latter is a sub-committee of the Creative Education Trust (CET) Board and is the local presence of the Board with representatives from the school community, the local community and regional businesses and organisations). In particular, the Academy will take part in any Co-ordinated Admissions System operated by the LA.

Although the Academy is its own Admissions Authority, Stoke on Trent City Council administer the Co-ordinated admission process for Nursery and Reception.

The Academy will admit children with an Education Health & Care Plan (EHCP) where the Academy is named in the Plan, without reference to oversubscription criteria outlined below, and this will reduce the number of places available.

#### 2. Admission Arrangements – Nursery

Children aged three years by 31 August are able to apply for a nursery place for the following Autumn Term. This will consist of the statutory provision, with possible additional hours based upon other criteria. The Academy has an admission number of 30 for the Nursery class. The Academy will admit the admission number of pupils in the relevant age group each year if sufficient applications are received. If there are more applications, the oversubscription procedure will be applied. The Academy will consider all applications for

places. Where fewer than 30 applications are received, the Academy will offer places to all those students who have applied.

In the event of over-subscription, and following the allocation of places to pupils who have an EHCP, when there are more applications than places available, places will be offered in accordance with the following order of priority:

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 who have an elder brother or sister at the school at the time of application and who will still be attending at the time of admission.
3. Children of staff employed at the school
  - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Other children living within the catchment.
5. Other children living outside the catchment area.

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home address point to the main entrance of the academy on Palmers Green, as measured by straight line.

Once the class is full, a waiting list based on these criteria will be held until the end of the academic year.

Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.

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.

Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child's identification and main residence should it be subsequently found that the offer was obtained through a fraudulent or intentionally misleading application, the place will be withdrawn. The forms of identification may include;

- a) Birth certificate - preferably a full certificate
- b) NHS registration
- c) Council tax bill
- d) Two current (i.e. less than six months old) utility bills
- e) Passport



### 3. Admission arrangements – Reception

Full time places in the Foundation 2 (reception) class are available in the September of the academic year in which a child becomes five years old.

The Academy has a Pupil Admission Number (PAN) for the Reception class and places will be offered up to but not exceeding the PAN. Regulations also require that Foundation 2 (reception) and infant classes must have no more than 30 pupils to each teacher.

In the event of over-subscription, where there are more applications than there are places available, 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 who have an elder brother or sister at the school at the time of application and who will still be attending at the time of admission.
3. Children of staff employed at the school
  - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Other children living within the catchment.
5. Other children living outside the catchment area.

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home address point to the main entrance of the academy on Palmers Green, as measured by straight line.

The Academy also has to comply with the “Infant Class Size” 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 the academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically. If places become available, they will be offered to children on the waiting list.

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.

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. This will usually be the address at which Child Benefit is

claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. Where a child lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. Where there is a dispute over which address is the child’s main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.

Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child’s identification and main residence should it be subsequently found that the offer was obtained through a fraudulent or intentionally misleading application, the place will be withdrawn. The forms of identification may include;

- f) Birth certificate - preferably a full certificate
- g) NHS registration
- h) Council tax bill
- i) Two current (i.e. less than six months old) utility bills
- j) Passport

### 4. Distance from the Academy

Distance will be measured in a straight line from the child’s home address point to Harpfield Primary Academy’s main entrance on Palmers Green, using the Local Authority’s computerised measuring system.

### 5. Tie Breaker

As stated above, places will be allocated within each priority according to the proximity of the child’s main home address to the academy. Where distance from the academy is equal for two or more applications, such as in the case of children living in the same block of flats, places will be allocated by independently verified random allocation.

### 6. Twins and Children from Multiple Births

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the academy will admit the twin or siblings from a multiple birth over and above the academy’s published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as “excepted pupils” and will not count towards the statutory maximum class size.

### 7. Children of UK Service Personnel and other Crown Servants

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy’s area, or from a crown servant family returning from overseas to live in the academy’s area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

### 8. In-year Admissions

Where places for children in other year groups are sought (Years 1 to 6) outside the normal admissions round, an application form is available from the academy and this should be completed and returned to the academy as early as possible. All current applications for places will be considered once a week and if sufficient places are available these will be offered to all applicants. In the case of oversubscription, the criteria detailed in 3.3 will be applied and details of any applicants who cannot be accommodated at the academy will be passed to Stoke on Trent City Council for placement at an alternative school.

### 9. Waiting lists

Once all places have been filled, the academy will maintain a waiting list for each year group. The names of all children who are unsuccessful in achieving a place in Reception Year will be automatically added to the waiting list until the end of the academic year.

Where an application for admission into a different year group, or in-year admission, has been unsuccessful, parents will be asked if they would like their child's name to be added to the waiting list for that year group. The waiting list will be maintained until the end of the Summer term.

A child's position on the waiting list will be ranked solely in accordance with the order of priority set out above, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down in ranking on the waiting list, as other children are added or removed.

Where a place becomes vacant in any year group, the place will be offered to the child ranked first on the waiting list for that year group. Where two or more children on the waiting list live an equal distance from the academy, they will be jointly ranked until a place becomes available for one of them. At that time, the place will be allocated by independently verified random allocation in accordance with the tie breaker outlined above.

### 10. Appeals

Where a child is not successful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the academy. The academy will appoint an independent appeals service to deal with the administrative side of arranging admission appeal hearings for the academy.

The determination of the admission appeal panel will be made in accordance with the Schools Admission Appeals Code 2012 and will be binding on all parties.

## Heron Cross Primary

Grove Road, Heron Cross,  
Stoke-on-Trent ST4 4LJ  
Tel: 01782 233565  
Heroncross@heroncross.org.uk  
Headteacher: Mrs Dorrie Shenton

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



Applications open on  
**THURSDAY 1  
NOVEMBER 2018**

## Hillside Primary

Field Avenue, Baddeley Green,  
Stoke-on-Trent ST2 7AS  
Tel: 01782 235350  
www.hillsideprimary.org.uk  
Headteacher: Mrs Karen Schonau

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Holden Lane Primary

Ralph Drive, Sneyd Green,  
Stoke-on-Trent ST1 6JS  
Tel: 01782 234890  
www.holdenlane-pri.stoke.sch.uk  
Headteacher: Miss Clare Thomas

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Jackfield Infant School

Jackfield Street, Burslem,  
Stoke-on-Trent ST6 1ET  
Tel: 01782 234450  
www.jackfield.stoke.sch.uk  
Headteacher: Mrs Rachel Davies

The School admits students between the ages of 3-7

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Kingsland CE Academy

Werrington Road, Bucknall,  
Stoke-on-Trent ST2 9AS  
Tel: 01782 234430  
www.kingslandceacademy.co.uk  
Principal: Mrs Sara Goddard

The School admits students between the ages of 4-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Maple Court Academy

Beverley Drive, Bentilee,  
Stoke-on-Trent ST2 0QD  
Tel: 01782 970293  
office@maplecourt.uk  
Principal: Mr Jonathan Baddeley

The School admits students between the ages of 4-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Mill Hill Primary Academy

Sunnyside Avenue, Tunstall,  
Stoke-on-Trent ST6 6ED  
Tel: 01782 234466  
millhill@millhillprimaryacademy.coop  
Headteacher: Mrs Sharon Bates

The School admits students between the ages of 3-11

Mill Hill Primary Academy is part of the City Learning Trust.

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Milton Primary Academy

Leek Road, Milton,  
Stoke-on-Trent ST2 7AF  
Tel: 01782 234780  
milton@miltonprimary.org.uk  
Executive Headteacher: Mrs Christine Dean

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## New Ford Academy

Brownley Road, Smallthorne,  
Stoke-on-Trent ST6 1PY  
Tel: 01782 234605  
[www.newford.org.uk](http://www.newford.org.uk)  
Headteacher: Miss Sam Ashley

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Newstead Primary Academy

Waterside Drive, Blurton,  
Stoke-on-Trent ST3 3LQ  
Tel: 01782 235490  
www.newstead.stoke.sch.uk  
Executive Headteacher: Mrs Helen Stocking

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Northwood Broom Academy

Keelings Road, Northwood,  
Stoke-on-Trent ST1 6QA  
Tel: 01782 234379  
www.northwoodbroom.co.uk  
Executive Principal: Mrs Stephanie Moran

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Norton-Le-Moors Primary Academy

Norton Lane, Norton-in-the-Moors,  
Stoke-on-Trent ST6 8BZ  
Tel: 01782 234792  
www.norton.stoke.sch.uk  
Headteacher: Mrs Maxine Rizk

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Oakhill Primary

Rookery Lane, Oakhill,  
Stoke-on-Trent ST4 5NS  
Tel: 01782 235238  
www.oakhillprimaryschool.co.uk  
Headteacher: Mrs Joanna Leach

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Our Lady and St Benedict Catholic Primary

Abbey Lane, Abbey Hulton,  
Stoke-on-Trent ST2 8AU  
Tel: 01782 234646  
[www.ourladyandstbenedict.co.uk](http://www.ourladyandstbenedict.co.uk)  
Headteacher: Mrs Debbie Sims

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission policy

Our Lady and St Benedict is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of Our Lady and St Benedict.

The admissions process for Our Lady and St Benedict is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at Our Lady and St Benedict in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Our Lady and St Benedict on the application form. Applications need to be made by 15th January 2019. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school. Please note that throughout this policy, the term parent means all parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families.

Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and

seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [birminghamdiocese.org.uk/boundary-map](http://birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020. The parish boundary map is attached and can also be found on the school website [ourladyandstbenedict.co.uk](http://ourladyandstbenedict.co.uk)

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady and St Benedict, Abbey Hulton, who have a brother or sister (see Note 3 below) attending Our Lady and St Benedict at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady and St Benedict, Abbey Hulton.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady and St Benedict at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)

8. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady and St Benedict at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

#### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

#### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

#### Note 5

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

#### Note 6

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address. In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher. If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019.

Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending Our Lady and St Benedict Catholic Academy's Nursery**

Attendance at Our Lady and St Benedict's Nursery does not automatically guarantee that a place will be offered in the Reception class of Our Lady and St Benedict. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.



Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### Waiting list

In addition to their right to appeal, children who have not been offered a place at Our Lady and St Benedict but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of December 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### In year fair access protocol

The Board of Directors of Our Lady and St Benedict is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### Applications other than the normal intake to reception class (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting Miss Clark on 01782 234646 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### Appendix

#### Definition of a "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians

into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

**Written evidence of baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

**Supplementary Information Form**

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school’s published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for

all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child’s Surname .....

Child’s First Name(s) .....

Address .....  
 .....  
 .....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*
School attended by brother or sister		
Brother or sister’s full name(s):		

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child’s name is placed in.

\*\*Please state the school that the child’s brother or sister attends with the name(s) of any brothers or sisters.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority’s Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority’s Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St. George & St. Martin Catholic Academy, Boulton Street, Birches Head, Stoke on Trent. ST1 2NQ by 15th January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

## Our Lady's Catholic Academy

Watkin Street, Fenton,  
Stoke-on-Trent ST4 4NP  
Tel: 01782 235385  
[www.ourladysca.org.uk](http://www.ourladysca.org.uk)  
Headteacher: Mrs Karyn Oakley

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission policy

Our Lady's Catholic Academy uses its own Admissions policy – see below:

Our Lady's Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of Our Lady's Catholic Academy.

The admissions process for Our Lady's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at Our Lady's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Our Lady's Catholic Academy on the application form. Applications need to be made by 15th January 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).**

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [birminghamdiocese.org.uk/boundary-map](http://birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020.

The parish boundary map is available at the school and parish or on the school's website [ourladysca.org.uk/key-information/admissions](http://ourladysca.org.uk/key-information/admissions)

## Over-subscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Perpetual Succour who have a brother or sister (see Note 3 below) attending Our Lady's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Perpetual Succour.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady's Catholic Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
7. Children of staff currently employed at Our Lady's Catholic Academy (see note 6 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady's Catholic Academy at the time of admission.
9. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of

making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

### Note 5

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

### Note 6

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at Our Lady's Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending Our Lady's Catholic Academy's Nursery**

Attendance at Our Lady's Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of Our Lady's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### **Waiting lists**

In addition to their right to appeal, children who have not been offered a place at Our Lady's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of December 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access protocol**

The Board of Directors of All Saints Catholic Collegiate is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the School Secretary on 01782 235385 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director’s decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## Appendix

### Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

### Supplementary Information Form

Academy Name: Our Lady’s Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school’s published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child’s Surname .....

Child’s First Name(s) .....

Address .....

.....  
.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria: This Supplementary Information Form must be returned directly to Our Lady's Catholic Academy at Watkin Street, Fenton, Stoke on Trent, ST4 4NP by 15th January 2019.

Please note that this is **NOT** the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you **MUST** also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.



Applications open on  
**THURSDAY 1  
NOVEMBER 2018**

## Packmoor Ormiston Academy

Carr Street, Packmoor,  
Stoke-on-Trent ST7 4SP  
Tel: 01782 234544  
[www.packmoorprimary.co.uk](http://www.packmoorprimary.co.uk)  
Headteacher: Mrs Sharon May

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Park Hall Academy

Carberry Way, Weston Coyney,  
Stoke-on-Trent ST3 5QU  
Tel: 01782 312384  
[www.parkhallacademy.co.uk](http://www.parkhallacademy.co.uk)  
Principal: Mrs Georgina Frost

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

### Aims and objectives

Park Hall Academy is an inclusive school, welcoming children from all backgrounds and abilities. We never discriminate on the grounds of gender, race or disability.



We aim to ensure that all admissions to our academy are managed equitably and are in compliance with the School Admissions Code of Practice (2014) and the statutory Appeals Code of Practice.

We aim to ensure that our admission procedures are clear and transparent and communicated to all members of our school community, including prospective parents and carers.

### **Admissions Process**

Parents wishing to apply for a place at Park Hall Academy can apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions). If you require assistance or are unable to complete an online application, our office staff will be happy to assist you.

The form should be returned directly to Park Hall Academy or to the Local Authority by the published closing date.

Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at a particular school. We strongly advise all parents and carers to name their three preferred schools/academies in order of preference.

The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan (EHCP) is dealt with by a separate procedure. These children will be admitted to Park Hall Academy if our school is named on the EHCP/statement. This is a statutory entitlement under S.324 of the Education Act 1996.

### **Admissions to Nursery (Lower Foundation FS1)**

Children aged three years by 31 August are able to attend our nursery provision (Lower Foundation) in September. Attendance at school is not a requirement at this age but is at the discretion of parents.

Attendance at our nursery setting will not guarantee admission to our reception class (Upper Foundation).

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.

### **The same over subscription criteria apply to Nursery as to Reception applications.**

### **Admissions to Reception (Upper Foundation Stage F2).**

It is important to note that admissions to reception classes are entirely separate from nursery class admissions. All children who already attend a nursery setting in a school or an academy **MUST** complete an application form for a reception class place. **Attending a nursery setting does not guarantee a place in that school's reception class.**

### **Oversubscription criteria**

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available, the Governors, who are the admissions authority for Park Hall Academy, will operate the following oversubscription criteria 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 school who have an older brother or sister attending at the time of admission.
3. Other children living within the catchment area of the school.
4. Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission.
5. Other children arranged in order of priority according to how near their home address point is to the Academy. Distance is measured by straight line measurement from the front door of the house to the main gate of the school as measure by the local authority geographical information system.

Where the distance is equal for 2 or more applicants, a tie breaker will be applied. This process will be independently verified by Stoke-on-Trent city council.

### **Admission Numbers.**

We have a Pupil Admission Number (PAN) based upon the funding agreement for Park Hall Academy. Places will be offered up to but not exceeding the Admission Number. The admission number for Park Hall Academy is **60 pupils per year group**.

### **Admission appeals**

Park Hall Academy has a duty to comply with the Infant class size Regulations. These state that Reception and Key Stage 1 classes must not exceed 30 pupils per qualified teacher.

## Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: [stoke.gov.uk/appeal against a school admission decision](http://stoke.gov.uk/appeal-against-a-school-admission-decision)

or in writing to:

The Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director's Office, City of Stoke – on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.

The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days.

## In Year Admissions

Where applications for admissions into year groups other than at the normal point of entry occur they will be completed using an in year application transfer form. These must be passed directly to Park Hall Academy and the allocation of places will be made in line with the above oversubscription criteria.

## Waiting List

Park Hall Academy will maintain a waiting list until the end of each academic year. Applications for inclusion on this waiting list must be made directly to Park Hall Academy and these will be ranked according to our over-subscription criteria. Parents and carers should be aware that a position on a waiting list is not fixed and applicants may move up or down the list. Inclusion on this list does not guarantee a pupil a place in our academy.

## Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the LA Admissions Department. The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our academy or in the local area.

## Priory CE (C) Primary

Jubilee Road, Trentham,  
Stoke-on-Trent ST4 8EF  
Tel: 01782 233585  
[www.prioryceprimary.org.uk](http://www.prioryceprimary.org.uk)  
Headteacher: Miss Pam Keen

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Saint Nathaniel's Academy

Westport Road, Burslem,  
Stoke-on-Trent ST6 4JG  
Tel: 01782 234950  
[www.saintnathaniels.org.uk](http://www.saintnathaniels.org.uk)  
Principal: Miss Linda Jones

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission policy

St Nathaniel's Academy uses its own Admissions policy – see below:

### Statement

Saint Nathaniel's Academy welcomes children from all backgrounds, faiths and those of no faith. The Governors of the Academy are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the Academy is not dependent on being a member of a particular faith community.

As well as being an inclusive academy, as a Church of England school we have a distinctive ethos and character that reflects the teaching of the Bible and Christian values. All parents applying for a place at our Church of England Academy are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend our Church of England Academy will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through our commitment to inclusivity, families from other faiths and no faith are warmly welcomed.

### Admissions Process

Parents wishing to apply for a place at Saint Nathaniel's Academy can apply online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or complete the Admission Application Form, which is available from the academy. This should then be returned directly to the academy or to the Local Authority by the published closing date.

The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the statement/EHCP. This is a statutory entitlement under S.324 of the Education Act 1996.

The maximum number of children we can accept into Nursery and Reception each year is 60. If there are more applicants than places available, the Governors, who are the admissions authority for the Academy, will operate the following oversubscription criteria:

- a) Children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) 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), immediately following having been looked after.
- b) Children who (at the time of application) have an elder brother or sister in attendance at the Academy and who will still be attending at the proposed admission date.
  - Siblings are considered to be those children who live at the same address and either:
  - Have one or both natural parents in common OR
  - Are related by a parent's marriage or related by parents living as partners at this address OR
  - Are adopted or fostered by a common parent

OR

- Children not adopted, fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

We do not include cousins within our definition of siblings.

If a child lives with **parents with shared responsibilities**, each for part of the week, the 'home address point' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address point will be the one used when applying for child benefit.

- c) Children who are baptised members of a Christian Church which is in communion with the Church of England. A copy of the baptismal certificate must be provided at the point of application.
- d) Other students arranged in order of priority according to how near their home address point are to the Academy. Distance is measured by straight line measurement from the front door of the house to the main gate of the school on Sussex Place as measured by the Local Authority geographical information system.

All applications will be ranked against the oversubscription criteria.

### Appeals

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee, Democratic & Committee Support, Democratic Services Division, City Director's Office, City of Stoke-on-Trent, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH. The Independent Appeals Panel must hear the appeal within 30 school days of its receipt and will notify parents of their decision within 5 working days.

### In Year Admissions

Admissions into year groups other than at the normal point of entry will be on an in year transfer application form, directly to the Academy and the allocation of places will be made in line with the above oversubscription criteria.

### Waiting List

The Academy will maintain a Waiting List until the end of each academic year. Applications for inclusion on this Waiting List must be made directly to the Academy and these will be ranked according to our over-subscription criteria.

## Sandford Hill Primary

Clayfield Grove, Longton,  
Stoke-on-Trent ST3 5AQ  
Tel: 01782 235511  
sandfordhill.org.uk  
Headteacher: Mr David Wardle

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Sandon Primary Academy

Normacot Grange Road, Meir,  
Stoke-on-Trent ST3 7AW  
Tel: 01782 319097  
[www.sandonprimaryacademy.com](http://www.sandonprimaryacademy.com)  
Principal: Mrs Rachel Beckett

The School admits students between the ages of 4-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.



## Smallthorne Primary Academy

Chetwynd Street, Smallthorne,  
Stoke-on-Trent ST6 1PR  
Tel: 01782 235265  
www.smallthorneprimary.org.uk  
Headteacher: Mr Chris Crook

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Sneyd Green Primary

Sneyd Street, Sneyd Green,  
Stoke-on-Trent ST6 2NS  
Tel: 01782 234460  
www.sneydgreen.stoke.sch.uk  
Headteacher: Mrs Rosina Lee

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## St Augustine's Catholic Academy

Sandon Road, Meir,  
Stoke-on-Trent ST3 7DF  
Tel: 01782 319504  
www.staugustinescatholicacademy.org  
Principal Mrs Margaret Yates

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

St Augustine's Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Augustine's Catholic Academy.

The admissions process for St Augustine's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Augustine's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Augustine's Catholic Academy on the application form. Applications need to be made by 15th January 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families.

Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 6 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020.

### Oversubscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St Augustine of Canterbury, Meir who have a brother or sister (see Note 3 below) attending St Augustine's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Augustine of Canterbury, Meir
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Augustine's Catholic Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
7. Children of staff currently employed at St Augustine's Catholic Academy (See note 5 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Augustine's Catholic Academy at the time of admission.
9. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

**Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

**Note 5**

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at St Augustine's Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

**Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the pedestrian gate of the school on Sandon Road. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be

exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

**School Entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written

letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Executive Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St Augustine's Catholic Academy's Nursery**

Attendance at St Augustine's Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class St Augustine's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat Applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late Applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.



Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### **Waiting Lists**

In addition to their right to appeal, children who have not been offered a place at St Augustine's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access protocol**

The Board of Directors of All Saints Catholic Collegiate and St Augustine's Catholic Academy of is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the School Secretary on 01782 319504 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above). Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel. There is no charge or cost related to the admission of a child to this school.

## **Appendix**

### **Definition of a "baptised catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written evidence of baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

### Supplementary Information Form

Academy Name: St Augustine's Catholic Academy, Meir

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname .....

Child's First Name(s) .....

Address .....

.....

.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to at St Augustine's Catholic Academy at Sandon Road, Meir, Stoke -on-Trent, ST3 7DF by 15th January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

## St George and St Martin's Catholic Academy

Boulton Street, Birches Head,  
Stoke-on-Trent ST1 2NQ  
Tel: 01782 234384  
www.sgsmacademy.co.uk  
Principal: Mrs Dawn Farmer

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

St. George & St. Martin Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St. George & St. Martin Catholic Academy.

The admissions process for St. George & St. Martin Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St. George & St. Martin Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St. George & St. Martin Catholic Academy on the application form. Applications need to be made by 15th January 2019. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families.

Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the

Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020.

### Over-subscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St. George & St. Martin, Birches Head or Sacred Heart, Hanley who have a brother or sister (see Note 3 below) attending St. George & St. Martin Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St. George & St. Martin, Birches Head or Sacred Heart, Hanley.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note

- 4 below) attending St. George & St. Martin Catholic Academy at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
  6. Other Baptised Catholic children (see note 2 below).
  7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
  8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St. George & St. Martin Catholic Academy at the time of admission.
  9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
  10. Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school.** . If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

#### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

#### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

#### Note 5

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St. George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

#### Note 6

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending ST George and St Martin Nursery**

Attendance at St. George & St Martin Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St. George & St. Martin Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### **Waiting lists**

In addition to their right to appeal, children who have not been offered a place at St. George & St. Martin Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access protocol**

The Board of Directors of St. George & St. Martin Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting Mrs Bedson on 01782 234384 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director’s decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## Appendix

### Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

### Supplementary Information Form

Academy Name: St George and St Martin’s Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school’s published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child’s Surname .....

Child’s First Name(s) .....

Address .....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*
School attended by brother or sister		
Brother or sister's full name(s):		

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

\*\*Please state the school that the child's brother or sister attends with the name(s) of any brothers or sisters.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria::

This Supplementary Information Form must be returned directly to St. George & St. Martin Catholic Academy, Boulton Street, Birches Head, Stoke on Trent. ST1 2NQ by 15th January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**





## St Gregory's Catholic Academy

Spring Garden Road, Longton,  
Stoke-on-Trent ST3 2QN  
Tel: 01782 235340  
[www.saintgregorys.org.uk](http://www.saintgregorys.org.uk)  
Executive Headteacher: Mrs Margaret Yates

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

St Gregory's Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Gregory's Catholic Academy.

The admissions process for St Gregory's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Gregory's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Gregory's Catholic Academy on the application form. Applications need to be made by 15th January 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families.

Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 60 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020.

The parish boundary for St Gregory's Catholic Academy is published on the schools website at [www.saintgregorys.org.uk](http://www.saintgregorys.org.uk)

### Over-subscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of St Gregory's, Longton who have a brother or sister (see Note 3 below) attending St Gregory's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Gregory's, Longton.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Gregory's Catholic Academy at the time of admission.

5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below).
7. Children of staff currently employed at St Gregory's Catholic Academy (see note 5 below).
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Gregory's Catholic Academy at the time of admission.
9. Non-Catholic children.

#### **Note 1**

Children with an Education Health and Care (EHC) plan that names the school **must** be admitted. This is not an oversubscription criteria.

#### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

#### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

#### **Note 5**

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at St Gregory's Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident

for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

### **Applications for children to be admitted into a class outside their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal

age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St Gregory's Catholic Academy's Nursery**

Attendance at St Gregory's Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Gregory's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery.

All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### **Waiting lists**

In addition to their right to appeal, children who have not been offered a place at St Gregory's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access policy**

The Board of Directors of St Gregory's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year applications)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the School Secretary on 01782 235340 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## Appendix

### Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

### Supplementary Information Form

Academy Name: St Gregory’s Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school’s published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child’s Surname .....

Child’s First Name(s) .....

Address .....

.....  
.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria.

This Supplementary Information Form must be returned directly to St Gregory's Catholic Academy at Spring Garden Road, Longton, Stoke-on-Trent, ST3 2QN by 15th January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid**



## St John's CE (A) Primary

Wheatley Avenue,  
Stoke-on-Trent ST4 6SB  
Tel: 01782 238889  
www.stjohns.stoke.sch.uk  
Headteacher: Mrs Pauline Bloor

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

St John's CE (A) Primary School uses its own Admissions policy – see below:

### Statement

St John's CE (A) Primary School welcomes children from all backgrounds, faiths and no faith. The Governors of the schools are committed to developing an inclusive environment that reflects the diversity of the local community. Admission to a Church of England Aided Primary School is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, a Church school has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. All parents/carers applying for a place at a Church of England Aided Primary School are asked to respect this ethos and its importance to the school community in which it serves. It is hoped that all children who attend a Church of England School will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents/carers who are not Christians to apply for a place. Indeed, through the commitment to inclusivity, families from other faiths and no faith are actively welcomed.

The Governing Board of each school is responsible for the admission of pupils to the school and will admit up to the admission limit that has been agreed between the Governing Body and the Local Authority.

The Governing Board is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) i.e., 30 pupils per class.

The school will admit 39 pupils each September to Nursery.

The school will admit 45 pupils each September to Reception (60 agreed for September 2012 only).

### Over-subscription

In the event of more applications being received than places available, the following Oversubscription Criteria will be applied:

#### Nursery & Reception Admissions

1. Children who are in the care of a local authority (looked after children) or provided with accommodation with them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. Appropriate medical or psychological evidence must be provided in support.
3. Children who have a sibling attending the school at the time of application and at the time of admission.
4. Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicant's commitment to their place of worship will be required using the Supplementary Information Form.
5. Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance. Written evidence of the applicant's commitment to their place of worship will be required using the Supplementary Information Form.
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence of the applicant's commitment to their place of worship will be required using the Supplementary Information Form.
7. Children living in the area served by the school, given in order of the nearness of the home to the school, measured along the shortest safe walking route from the home address point to the school's main gate.
8. Children living out of the area served by the school.

## Definitions

### **Looked after children or children who were previously looked after.**

This criterion provides a priority for children who are (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 of the Children Act 1989. It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence 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. 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(s). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (eg a copy of the adoption, child's arrangements or special guardianship order).

### **Serious medical, physical or psychological condition.**

Where a place is requested for a child or family who have a serious social or medical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at St John's CE (A) Primary School is essential rather than any other school or academy. Parents/Carers must describe the difficulties that would be caused if the child had to attend another school or academy. A suitable medical professional should provide the evidence. The admissions committee of the local Governing Board will endeavour to reach a fair and equitable decision and will consider the evidence carefully.

### **Siblings.**

"Siblings" refers to brother or sister, half-brother or sister, adopted brother or adopted sister, foster brother or foster sister, step brother or step sister, and includes children living as siblings in the same family unit at the same address.

### **The area served by the school.**

The school's trust deed of 1860, states that the school was established to provide education for children living in the ecclesiastical parish of St John's Church. The ecclesiastical parish is referred to as 'the area served by the school.'

The child's permanent residence is where they live normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one

parent/carer and part with the other, at different addresses, will be the address at which they spend most of their time.

## Additional Information

### **Home Address**

The home address means the address where the child usually lives. Where parents/carers have shared residence of a child and the child lives for part of the week with each parent/carer, the Governing Board will take the home address to be the address at which:

- The child lives most of the school week.
- Where the child lives at each address for equal parts of the school week, then the address receiving Child Benefit payments and/or as determined by a court order will be used.

Moving home and UK service personnel and crown servants.

Places can be offered regarding future moves on the basis of:

- A letter from the solicitor confirming exchange of contracts to buy a property relevant to the application;
- A tenancy agreement confirming the renting of a specific property relevant to the application;
- A letter from a housing association confirming that the parents/carers will be living at a specific address relevant to the application; or
- In the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date.

### **Tie-breaker**

If the school is oversubscribed from within any of the above criteria or sub-criteria, distance will be used to prioritise applications; applicants living nearer the school have priority. The shortest walking route from the front door of the child's home address (including flats) to the main gate of the school will measure distance.

### **Casual Admissions**

For applications submitted for years other than the normal year of entry, the Governing Board will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received then the oversubscription criteria shall apply.

### **Who can apply?**

Only the parent/carer can apply for a place at a school. A parent/carer is any person has parental responsibility for, or is the legal guardian of the child, as set out in the Children Act 1989.



## How to apply

You must complete a Local Authority Application Form for your relevant council.

Please select from [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions)

Parents/Carers applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the school) and return this form direct to the school, signed by the appropriate faith leader.

## When to apply

The national closing date for admission application forms to be received by the local authority will be published in the Local Authority's Admission Booklet on the website for that year.

For the normal admissions round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria.

## Multiple Births

Where parents/carers are seeking to place twins, triplets etc they must submit separate applications for each child. When considering twins, triplets or larger numbers of siblings which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parents/carers may decide whether a) they will accept the place(s) or b) they will decline the place(s) which will be offered to the next person(s) in the allocations after the twins/triplets/multiple births. If the parents/carers accept the place(s) for one or more of the twin/triplets/multiple birth then the unsuccessful sibling(s) will be considered first priority on the waiting list, for one term, if a space becomes available and the parents/carers confirm in writing that this is their wish when accepting the original place(s).

## Waiting Lists

When all places have been allocated, waiting lists will be operated by the Local Authority on behalf of the school. The school will operate a waiting list until the end of each academic year. Priority will not be given to children based on the date their application was received or when their name was added to the waiting 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.

The waiting list will be reviewed at the school by the Local Authority/Governing Board:

- Each time a child is added to, or removed from it;
- When a child's changed circumstances affect their priority;

- Periodically, when parents/carers with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

## Starting the school in Reception Year

St John's CE(A) Primary School will provide for the admission of all children in the September following their fourth birthday. Places in the Reception year will be provided from the beginning of the academic year.

## Compulsory school age and summer born children

A child is not required to start school until they have reached compulsory age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could be first admitted to St John's CE(A) Primary School. Compulsory school age is set out in section 8 of The Education Act 1996 and The Education Order 1998. A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August. All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday.

## Deferred entry into Reception

The parents/carers of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside their normal age group – to reception rather than year 1. All requests for deferred entry must be sent directly to the school and the Local Authority.

## Admissions of children outside their normal age group

Parents/Carers may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. All applicants must process the application as part of the main admissions round. The Local Authority and Governing Board will make the decision based on the circumstances of each case. Parents/Carers do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

## Admission Appeals

Parents/Carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/Carers wishing to appeal should obtain an appeal form from the school and return it directly to the school. The form/letter should be sent to reach the Clerk to the Appeal Panel, care of the school, within 14 days of the date of the letter confirming the governors' decision not to offer a place.

Should some appeals be unsuccessful, the Governing Board will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.

## St Joseph's Catholic Academy

Mobberley Road, Goldenhill,  
Stoke-on-Trent ST6 5RN  
Tel: 01782 235393  
[www.stjosephscatholicacademy.co.uk](http://www.stjosephscatholicacademy.co.uk)  
Principal: Miss Laura Hamilton

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

St Joseph's Catholic Academy uses its own Admissions policy – see below.

St Joseph's is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Joseph's.

The admissions process for St Joseph's is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Joseph's in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Joseph's on the application form. Applications need to be made by 15th January 2019. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020. The parish boundary map is attached and can also be found on the school website [stjosephscatholicacademy.co.uk/](http://stjosephscatholicacademy.co.uk/)

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St Joseph's, Goldenhill who have a brother or sister (see Note 3 below) attending St Joseph's at the time of admission.

3. Baptised Catholic children (see Note 2 below) living in the parish of St Joseph's, Goldenhill.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Joseph's at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Joseph's at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

#### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked

after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

#### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

#### Note 5

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St George and St Marin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John the Evangelist, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

#### Note 6

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **School Entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St Joseph's Catholic Academy's Nursery**

Attendance at St Joseph's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Joseph's. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat Applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late Applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### **Waiting Lists**

In addition to their right to appeal, children who have not been offered a place at St Joseph's but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access protocol**

The Board of Directors of St Joseph's is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the Academy Manager on 01782 235393 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel. There is no charge or cost related to the admission of a child to this school.

### Appendix

#### Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

#### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

#### Supplementary Information Form

Academy Name: St Joseph's Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname .....

Child's First Name(s) .....

Address .....

.....

.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*
School attended by brother or sister		
Brother or sister's full name(s):		

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

\*\*Please state the school that the child's brother or sister attends with the name(s) of any brothers or sisters.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Joseph's at Boulton Street, Birches Head, Stoke-on-Trent, ST1 2NQ by 15th January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**



**Deadline for applications  
Tuesday 15 January  
2019**

## St Maria Goretti Catholic Academy

Aylesbury Road, Bentilee,  
Stoke-on-Trent ST2 0LY  
Tel: 01782 234737  
www.stmariagoretti.org.uk  
Principal: Mrs Zoe Cooper'

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

St Maria Goretti Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Maria Goretti Catholic Academy.

The admissions process for St Maria Goretti Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Maria Goretti Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Maria Goretti Catholic Academy on the application form. Applications need to be made by 15th January 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families.

Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the

Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020.

The parish boundary for St Maria Goretti Catholic Academy is published on the schools website at [www.stmariagoretti.org.uk](http://www.stmariagoretti.org.uk).

### Over-subscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of St Maria Goretti, Bucknall who have a brother or sister (see Note 3 below) attending St Maria Goretti Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Maria Goretti, Bucknall.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Maria Goretti Catholic Academy at the time of admission.

5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below).
7. Children of staff currently employed at St Maria Goretti Catholic Academy (see note 5 below).
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Maria Goretti Catholic Academy at the time of admission.
9. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all

supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent



- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

#### **Note 5**

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff
- All other staff employed at the Academy or in contract at the Academy who are not teachers.

The member of staff must have been employed at St Maria Goretti Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

#### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020

#### **Applications for children to be admitted into a class outside their normal age Group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August.

Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

**Applications from children currently attending St Maria Goretti Catholic Academy's Nursery**  
Attendance at St Maria Goretti Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Maria Goretti Catholic Academy. Parents must

apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### **Waiting lists**

In addition to their right to appeal, children who have not been offered a place at St Maria Goretti Catholic Academy but were offered a school that was ranked as a lower preference on their application form will

be added to a waiting list. The waiting list will be maintained until the last day of December 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access potocol**

The Board of Directors of St Maria Goretti Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year applications)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the School Secretary on 01782 234737 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## **Appendix**

### **Definition of a "baptised catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written evidence of baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the

Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

### Supplementary Information Form

Academy Name: St Maria Goretti Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname .....

Child's First Name(s) .....

Address .....

.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application. Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

\*\*Please state the school that the child's brother or sister attends with the name(s) of any brothers or sisters.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Maria Goretti Catholic Academy at Aylesbury Road, Bucknall, Stoke-on-Trent, ST2 0LY by 15th January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid**

### St Mark's CE (A) Primary

Wood Terrace, Shelton,  
Stoke-on-Trent ST1 4LR  
Tel: 01782 234411  
www.stmarksprimary.org.uk  
Executive Headteacher: Mrs Michelle Johnstone

The School admits students between the ages of 3-11

#### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is Thursday 31 January 2019**

**The closing date for Reception applications is Tuesday 15 January 2019.**

**The planned admission number is 45 pupils to Nursery each year and this applies to the year 2018-2019.** Pupils will normally be admitted to Nursery in the September of the academic year in which they become 4 years old.

#### Admission policy

St Mark's CE (A) Primary uses its own Admissions policy – see below:

#### Statement

The Federation Board is responsible for the admission of pupils to St Mark's Church of England (Aided) Primary School.

**The planned admission number is 60 pupils to reception each year and this applies to the year 2019-2020.**

This admission limit has been agreed between the Federation Board and the Local Authority.

Pupils will normally be admitted to reception in the September of the academic year in which they become 5 years old.

The school does not have any specific facilities for pupils with particular learning needs and there are no specific facilities for pupils with physical disabilities. The school is on two levels however all lower levels can be accessed without steps. Should the need arise the school would be able to accommodate a pupil with a physical disability on the lower floor. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The Federation Board is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds). This limit is a maximum of 30 pupils per class.

When there are more applications than there are places available, the Federation Board will admit pupils according to the following criteria, in order of priority:

1. Children in care (looked after children) whose carer(s) wish their child/children to attend St Mark's Church of England (A) Primary School.
2. Children who have a sibling<sup>1</sup> attending the school at the time of application and at the time of admission.
3. Children who are themselves, or whose families are, faithful and regular worshippers<sup>2</sup> at a Church of England Church parish church. Written evidence of the applicants commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information form.
4. Children who are themselves, or whose families are, faithfully and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/ or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form. (NB: St Mark's Church of England (A) Primary prioritises applicants who worship at a Church of England church within the Parish of Hanley above other applicants under this criterion).
5. Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of applications, from a

relevant professional, such as a doctor, social worker or educational psychologist.

6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.
7. Any remaining places will be given in order of nearness of the home (determined by the door at the postal address) to the school, measured along the shortest safe walking route to the school's main pupil gate on the walkway off Wood Terrace. (This will be determined by local authority software)

In the event that two or more applicants have equal right to a place under any of the above criteria, the Federation Board will apply subsequent criteria, in order of priority, to these applicants.

Where parents/carers are seeking places for siblings who are the product of a multiple birth eg twins, triplets they must submit separate applications for each child. If a situation arises where there are insufficient places for all siblings, the remaining places will be offered in order of the time of birth. The parents would then need to decide whether to a) accept the place(s) or b) decline the place(s). If the place is declined then it will then be offered to the next person in the allocation after the children of multiple birth. If the parents accept the place then the unsuccessful sibling will be considered first priority on the waiting list should a place becomes available.

### **Admissions Procedures**

The school will use the Local Authority co-ordinated scheme for admissions and timetable for admissions. Following submissions of forms to the LA the school will consider each applicant who has named the school as a choice on the form in accordance with the admissions criteria.

### **Casual admissions**

The school will use the Local Authority's co-ordinated admission arrangements relating to applications submitted for years older than the normal year of entry. The school will consider such applications and if there is a place available in the year group applied for then the child will be admitted. If more applications are received than there are places available then the admission criteria above will apply.

### **Waiting lists**

Waiting lists will be held for places, this will operate for a term after the admissions date. Positions on the waiting list will be determined with the admissions criteria above. Where places become vacant they will be allocated in accordance with the criteria.

<sup>1</sup>Sibling is defined as blood-relatives, step-siblings, foster and adopted children living at the same address.

<sup>2</sup>Faithful and regular worshippers would be defined as those who attend a church service or activity at least twice per month and have been doing so for a minimum of two years.

## Appeals

Parents of children not offered a place for their child have the right to appeal. Initially parents wishing to appeal should write to the Chair of the Federation Board c/o the school stating that they wish to appeal for a place at the school and their reasons for requesting an appeal. This letter should reach the school within 14 days of the date of the letter confirming the Federations Board decision not to offer a place.

Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

## St Mary's Catholic Academy

Ford Green Road, Norton,  
Stoke-on-Trent ST6 8EZ  
Tel: 01782 234820  
[www.stmarysstoke.co.uk](http://www.stmarysstoke.co.uk)  
Principal: Mr Ian Beardmore

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

St. Mary's Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St. Mary's Catholic Academy.

The admissions process for St. Mary's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St. Mary's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St. Mary's Catholic Academy on the application form. Applications need to be made by 15th January 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020.

### Over-subscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)

2. Baptised Catholic children (see Note 2 below) living in the parish of Norton-le-Moors who have a brother or sister (see Note 3 below) attending St. Mary's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish Norton-le-Moors
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St. Mary's Catholic Academy at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St. Mary's Catholic Academy at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

#### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg

children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

#### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

#### Note 5

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St. George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

#### Note 6

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended



that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St. Mary's Catholic Academy's Nursery**

Attendance at St. Mary's Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St. Mary's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### **Waiting lists**

In addition to their right to appeal, children who have not been offered a place at St. Mary's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access protocol**

The Board of Directors of St. Mary's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year applications)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting **Mrs Edge on 01782 234820** and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## Appendix

### Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

### Supplementary Information Form

Academy Name: St Mary's Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname .....

Child's First Name(s) .....

Address .....

.....  
.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*
School attended by brother or sister		
Brother or sister's full name(s):		

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

\*\*Please state the school that the child's brother or sister attends with the name(s) of any brothers or sisters.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St. Mary's Catholic Academy, Ford Green Road, Norton-le-Moors, Stoke-on-Trent ST6 8EZ by 15th January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

## St Mary's Anglican Academy

Ladywell Road, Tunstall,  
Stoke-on-Trent ST6 5DE  
Tel: 01782 235337  
office@stmaryscea.org.uk  
Headteacher: Mrs Gill James

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission policy

St Mary's Anglican Academy uses its own Admissions policy – see below.

### Statement

The Church of England Aided Primary Schools welcome children from all backgrounds, faiths and no faith. The Governors of the schools are committed to developing an inclusive environment that reflects the diversity of the local community. Admission to a Church of England Aided Primary School is **not** dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school we have a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. All parents applying for a place at a Church of England Aided Primary School are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend a Church of England School will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through the commitment to inclusivity, families from other faiths and no faith are actively welcomed.

The Governing Body of each school is responsible for the admission of pupils to the school and will admit up to the admission limit that has been agreed between the Governing Body and the Local Authority. The Governing Body is required to abide by the maximum limits for infant classes (5,6 and 7 year olds) i.e., 30 pupils per class.

The school will admit 60 pupils each September to Nursery

The school will admit 60 pupils each September to Reception

### **Oversubscription Criteria**

In the event of more applications being received than places available, the following Oversubscription Criteria will be applied:

#### **Nursery & Reception Admissions**

1. Children who are in the care of a local authority (looked after children) or provided with accommodation with them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who have a sibling attending (this does not include a sibling in Nursery) or parent employed by the school at the time of application and at the time of admission.
3. Baptised Christian children. A certificate must be provided.
4. Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form.
5. Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form.
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.
7. Any remaining places will be determined by the shortest straight line distance from the home address to the school's gate in Watergate Street using the Local Authority's computerised system.

#### **Tie-breaker**

In the event that two or more applicants have an equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

### **Notes**

Parents/Carers applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the school) and return this form direct to the school, signed by the appropriate faith leader.

### **Siblings**

"Siblings" refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parents/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **Distance**

Distance will be measured by the shortest straight line from the home address (including flats) to the school's main gate using the Local Authority's computerised system. With those living closer to the school receiving the higher priority.

### **Waiting Lists:**

Waiting Lists will be held where in any year the school receives more applications for places than there are places available. It will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Appeals**

Parents/Carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/Carers wishing to appeal should obtain an appeal form from the school and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 21 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.

### **In-Year Admissions**

All applications for other than normal intake (September) should be made through an In-Year Transfer Form, which can be obtained from the school which you want to transfer to. This must be signed by the headteacher of the child's current school and returned to the new school you are requesting.

### **Additional Notes**

Pupils with a Education, Health & Care Plan are considered separately and before everyone else

and must be accepted by the school named on their Plan. They will count towards the school's admission number.

Deferred places – Children usually start school in the September following their fourth birthday. Parents of children who are offered a place at school before they are of compulsory school age are allowed to defer their child's entry until later in the school year. Parents may apply for a deferred place at a school offering them a place in the reception year at 4+ and they will be treated in the same way as all other applicants. On request, the place will be held but a parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

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 school 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.

## St Matthew's CE Academy

Lightwood Road, Rough Close,  
Stoke-on-Trent ST3 7NE  
Tel: 01782 394890  
[www.stmatthews.stoke.sch.uk](http://www.stmatthews.stoke.sch.uk)  
Principal: Mr P Mitchell

The School admits students between the ages of 4-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission policy

St Matthew's CE Academy uses its own Admissions policy – see below:

St Matthew's Church of England Academy welcomes children from all backgrounds, faiths and no faith. The Governors of the school are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school St. Matthew's has a distinctive ethos and character that reflects the teachings

of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We hope that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the rights of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is responsible for the admission of pupils to the School and admits 15 pupils to the reception class each September. This admission limit has been agreed between the Governing Body and the Local Education Authority and applies to the year 2019/20.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

1. children in public care (looked after children) whose carer(s) wish their child/children to attend St. Matthew's Church of England Academy.
2. children who will have a sibling attending the school at the time of application and at the time of admission;
3. children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form.
4. children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form.
5. children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist.
6. children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.

7. any remaining places will be given in order of the nearness of the home to the school, measured along shortest safe walking route from the home to the school's main gate.

### **Tie-breaker**

In the event that two or more applicants have equal right to a place under the above criteria, the Governing Body will apply subsequent criteria, in order of priority, to these applicants.

### **Notes**

#### **(i) Applications on faith grounds**

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the School) and **return this form direct to the School**, signed by the appropriate faith leader.

#### **(ii) Siblings**

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

#### **(iii) Distance**

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the school, using the Local Authorities computerised measuring system, with those living closer to the school receiving the higher priority.

#### **(iv) Waiting Lists**

Waiting lists will be held where in any year the school receives more applications for places than there are available. The waiting list will operate until a month after the admission date. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

#### **(v) Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the School and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

#### **(vi) Multiple-birth applications**

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocation after the twins/triplets/multiple births. If the parent(s) or guardian(s) accept the place(s) for one or more twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, for one term, if a space becomes available and the parent(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).

## St Paul's CE (C) Primary

Byatts Grove, Longton,  
Stoke-on-Trent ST3 2RH  
Tel: 01782 235051  
www.stpaulsprimaryschool.org.uk  
Headteacher: Mrs N Finney

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## St Peter's Catholic Academy

Waterloo Road, Cobridge,  
Stoke-on-Trent ST6 3HL  
Tel: 01782 235040  
www.stpetersnewman.co.uk  
Headteacher: Mrs Rosanna Snee

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

St Peter's Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Peter's Catholic Academy.

The admissions process for St Peter's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Peter's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Peter's Catholic Academy on the application form. Applications need to be made by 15th January 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020. The parish boundary map is attached and can also be found on the school website [stpetersnewman.co.uk](http://stpetersnewman.co.uk)

### Over-subscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Sacred Heart Hanley and that Southern part of St Joseph's Burslem who have a brother or sister (see Note 3 below) attending St Peter's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Sacred Heart Hanley and that Southern part of St Joseph's Burslem.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Peter's Catholic Academy at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Peter's Catholic Academy at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

### Note 5

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.



## Note 6

Distances are calculated on the basis of a straight line measurement from the child's home address point to the pedestrian front gate of the school on Waterloo Road. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

## Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St Peter's Catholic Academy's Nursery**

Attendance at St Peter's Catholic Academy Nursery does not automatically guarantee that a place will be offered in the Reception class of St Peter's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second

application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### **Waiting list**

In addition to their right to appeal, children who have not been offered a place at St Peter's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of December 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access protocol**

The Board of Directors of St Peter's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (In-year applications)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the Academy Manager on **01782 235040** or [stpeter@stpetersnewman.co.uk](mailto:stpeter@stpetersnewman.co.uk) and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### **Appendix**

#### **Definition of a "baptised catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of

Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written evidence of baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

## Supplementary Information Form

Academy Name: St Peter's Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname .....

Child's First Name(s) .....

Address .....

.....

.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*
School attended by brother or sister		
Brother or sister's full name(s):		

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

\*\*Please state the school that the child's brother or sister attends with the name(s) of any brothers or sisters.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Peter's Catholic Academy at Waterloo Road, Cobridge, Stoke-on-Trent, ST6 3HL by 15th January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

## St Teresa's Catholic Academy

Stone Road, Trent Vale,  
Stoke-on-Trent ST4 6SP  
Tel: 01782 235005  
www.st-teresas.stoke.sch.uk  
Headteacher: Mr Nathan Price

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission policy

St Teresa's Catholic Academy uses its own Admissions policy – see below:

This academy is part of the Christ the King Catholic Collegiate MAC.

The admissions process is part of the Stoke-on-Trent LA co-ordinated scheme.

### Statement

St Teresa's Catholic Primary School is part of the Christ the King Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Christ the King Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Teresa's Catholic Primary School.

The admissions process for St Teresa's Catholic Primary School is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Teresa's Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Teresa's Catholic Primary School on the application form. Applications need to be made by 15th January 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent relates to any individual with responsibility for a child for whom an application is being made.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place at the school.

The Board of Directors has set its admission number at 45 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

A map of the parish boundary is available at the school and parish or by post on request.

### Oversubscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of St Teresa of the Child Jesus, Trent Vale who have a brother or sister (see Note 3 below) attending St Teresa's Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Teresa of the Child Jesus, Trent Vale.

4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Teresa's Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Teresa's Catholic Primary School at the time of admission.
8. Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child **must** complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your child's chance of being offered a place at this school.

#### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

#### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent

- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

#### Note 5

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

#### School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

### **Applications for children to be admitted into a class outside of their normal age group**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St Teresa's Catholic Primary School's Nursery**

Attendance at St Teresa's Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Teresa's Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme.

### **Waiting lists**

Children who have not been offered a place at St Teresa's Catholic Primary School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. Waiting lists will be maintained until the end of the academic year 2019/2020 when they will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access protocol**

The Board of Directors of St Teresa's Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year applications)**

An application can be made for a place for a child at any time outside the normal admission round. Applications should be made to the school by contacting Mrs Roscilli (school office) and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## **Appendix**

### **Definition of a "baptised catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written evidence of baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written



documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

**Supplementary Information Form**

Academy Name: St. Teresa’s Catholic Primary School

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school’s published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place at the school.

Child’s Surname .....

Child’s First Name(s) .....

Address .....

.....

.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child’s name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority’s Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority’s Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria: This Supplementary Information Form must be returned directly to St Teresa’s Catholic Primary School at Stone Road, Trent Vale, Stoke-on-Trent, ST4 6SP by 15th January 2019.

**Please note that this is NOT the local authority’s Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority’s Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

**St Thomas Aquinas Catholic Academy**

North Street,  
Stoke-on-Trent ST4 7DG  
Tel: 01782 234919  
office.sta@ctkcc.co.uk  
Headteacher: Mrs P Bekalo

The School admits students between the ages of 3-11

**How to apply for Nursery or Reception place for September 2019**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

**Admission criteria**

St Thomas Aquinas Catholic Academy uses its own Admissions policy – see below:

St Thomas Aquinas Catholic Primary School is part of the Christ the King Catholic Collegiate MAC. The admissions authority for the school is the Board of Directors of the Christ the King Catholic Collegiate MAC who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Thomas Aquinas Catholic Primary School. The admissions process for St Thomas Aquinas Catholic Primary School is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Thomas

Aquinas Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Thomas Aquinas Catholic Primary School on the application form. Applications need to be made by 15th January 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent relates to any individual with responsibility for a child for whom an application is being made.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place at the school.

The Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 5 below)

A map of the parish boundary is available at the school and parish or by post on request.

### Over-subscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of the Angels and St. Peter in Chains who have a brother or sister (see Note 4 below) attending St Thomas Aquinas Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of the Angels and St. Peter in Chains.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Thomas Aquinas Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Thomas Aquinas Catholic Primary School at the time of admission.
8. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child must complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your child's chance of being offered a place at this school.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked

after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents’ marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

#### **Note 5**

Distances are calculated on the basis of a straight line measurement from the child’s home address point to the front gate of the school. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s published admission number.

A child’s home address is considered to be the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child’s normal and permanent home address, then that place is liable to be withdrawn.

#### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child’s fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child’s parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which they child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child’s entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child’s admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

#### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to

be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St Thomas Aquinas Catholic Primary School's Nursery**

Attendance at St Thomas Aquinas Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Thomas Aquinas Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme.

### **Waiting lists**

Children who have not been offered a place at St Thomas Aquinas Catholic Primary School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. Waiting lists will be maintained until the last day of the summer term 2020 and will then be discarded

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access protocol**

The Board of Directors of St Thomas Aquinas Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year applications)**

An application can be made for a place for a child at any time outside the normal admission round. Applications should be made to the school by contacting the school office on 01782 234919 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### **Appendix**

#### **Definition of a "baptised catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878);

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church

can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written evidence of baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

### **Supplementary Information Form**

Academy Name: St Thomas Aquinas Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a

Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place at the school for a place here.

Child's Surname .....

Child's First Name(s) .....

Address .....

.....

.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria: This Supplementary Information Form must be returned directly to St Thomas Aquinas Catholic Primary School at North Street, Stoke-on-Trent, ST4 7DG by 15 January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

## St Wilfrid's Catholic Academy

Queen's Avenue, Tunstall,  
Stoke-on-Trent ST6 6EE  
Tel: 01782 235676  
www.st-wilfrid.stoke.sch.uk  
Headteacher: Mr Mark Barlow

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

St. Wilfrid's Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St. Wilfrid's Catholic Academy.

The admissions process for St. Wilfrid's Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St. Wilfrid's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St. Wilfrid's Catholic Academy on the application form. Applications need to be made by 15th January 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 45 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category,

the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2019/2020.

### Oversubscription

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Sacred Heart Tunstall, Fegg Hayes and that part of St. Joseph's, Burslem who have a brother or sister (see Note 3 below) attending St. Wilfrid's Catholic Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Sacred Heart Tunstall, Fegg Hayes and that part of St. Joseph's Burslem appertaining to the school.

4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St. Wilfrid's Catholic Academy at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St. Wilfrid's Catholic Academy at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date,

together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

#### **Note 5**

The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St. George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

#### **Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the main front gate of the school in Queen's Avenue. The home address point is used to determine the parish in which the property lies. The local authority uses a GIS (Geographical Information System) which is attached to the Capita system used for allocations, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address. The Board of Directors accept their measurement as final.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn

#### **School entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which their child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.



### **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered

to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

### **Applications from children currently attending St. Wilfrid's Catholic Academy's Nursery**

Attendance at St. Wilfrid's Catholic Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St. Wilfrid's Catholic Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

### **Repeat applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same

academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that 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;
3. An error on the part of the school.
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

### **Waiting list**

In addition to their right to appeal, children who have not been offered a place at St. Wilfrid's Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of December 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In year fair access protocol**

The Board of Directors of St. Wilfrid's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to reception class (in-year applications)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the school office on **01782 235676** or **office@stwilfridsnewman.co.uk** and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## **Appendix**

### **Definition of a "baptised catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written evidence of baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

### Supplementary Information Form

Academy Name: St Wilfrid's Catholic Academy

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname .....

Child's First Name(s) .....

Address .....

.....

Contact Number .....

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes	No*
Is the certificate of Catholic Baptism attached?	Yes	No*
Does the above named child have a brother or sister at a school within The Newman Catholic Collegiate?	Yes**	No*
School attended by brother or sister		
Brother or sister's full name(s):		

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

\*\*Please state the school that the child's brother or sister attends with the name(s) of any brothers or sisters.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St. Wilfrid's Catholic Academy, Queen's Avenue, Tunstall, Stoke-on-Trent, ST6 6EE by 15th January 2019.

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

## STAR Academy

Burnaby Road, Sandyford,  
Stoke-on-Trent ST6 5PT  
Tel: 01782 235055  
www.staracademy.atrust.org.uk  
Executive Principal: Mrs Bobbie Caisley

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission Policy

STAR Academy uses its own multi-academy admissions policy – see below:

**Please note that information relating to year 3, 7 and 12 do not apply to STAR Academy.**

#### 1. Introduction

1.1. Academy Transformation Trust is the admissions authority for its academies. The Board of Academy Transformation Trust has delegated to the Local Governing Body of the academy the decisions about which children to admit, within the parameters of this policy.

1.2. This policy relates to the School Admissions Code 2014, School Admission Appeals Code 2012, the Equality Act 2010 (also see our Equalities Policy), Human Rights Act 1998 and the School Standards Framework Act 1998 and any regulations thereunder.

1.3. All children whose Education, Health & Care Plan names the academy must be admitted (paragraph 1.6 of the School Admissions Code, December 2014). For information on our SEN local offer, visit the academy website.

1.4. Where fewer applications are received than the number of places available for a relevant age group (normal age that pupils are admitted to the academy) then all applicants will be offered a place.

1.5. Where there are more applications than places for a relevant age group then the oversubscription criteria shall be used to determine which children are offered a place.

#### 2. How to apply

2.1. If you are applying for a place during the normal admissions round (application to start at the academy in the age group when other children are normally admitted (see paragraphs 11.1, 11.2, 11.3 and 11.6 for exceptions)) then you should use the Common Application Form (CAF) provided by your home Local Authority (the Local Authority for the area in which you live). Not all Local Authorities refer to the application form as a CAF and many are now providing the option to apply online. You should check the application process for your home Local Authority. For the purposes of this policy the application process will be referred to as CAF submission.

2.2. The deadline for applications during the normal admissions round is:

- 31 October for Year 7 and Year 12
- 15 January for Reception and Year 3

2.3. Applications received after the deadline will be treated as late applications and will therefore be considered in accordance with the relevant home Local Authority's co-ordinated scheme (see your home Local Authority's website for details).

2.4. Any application submitted later than the commencement of the academic year must be submitted as an in-year admission (please see section 3).

2.5. For admission into all other year groups (other than shown in 2.2) or after the deadline please see section 3 below.

#### 3 In-Year Admissions

3.1. In-Year admissions occur when an application for admission is made outside the normal admissions round. Applications should be made on your home Local Authority's application form, or using the LA online system (if available). Please do not do both. Addresses for the return of completed hard copy forms can be found in appendix 1.

#### 4 How many pupils will be admitted?

4.1. Each academy has set the number of pupils that will be admitted during the normal admissions round, this number is the Published Admissions Number (PAN).

4.2. If the number of applications received for an academy exceeds the admission number then the oversubscription criteria will be used to determine which pupils are allocated a place.

4.3. The admission numbers for our academies are listed in appendix 2.

## 5 Oversubscription Criteria

5.1 If there are more applications for places than there are places available, we will give preference to children according to the following rules in this order of priority

5.2. Looked after children and all previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) in accordance with section 22 of the Children's Act 1989.

5.3. Siblings; which for the purposes of this policy are defined as: children living permanently at the same address as a child attending the academy at the time of their admission (including children in the 6th Form)

5.4. Other children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured 'as the crow flies' from the main entrance of the child's property address point to the academy's property address point on the site where the child will predominantly be based

### Exceptions

1. Academic Entry requirements to 6th forms (See paragraph 11.4)
2. Children who have an Education, Health & Care plan which names the school must by law be offered a place at that school. (See paragraph 11.5)

## 6 Application of the Oversubscription Criteria

6.1. The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy records.

6.2. The address given on the application form will be used to assess the straight line distance between the child's property address point and the academy's property address point for the site where they will predominantly be based.

6.3. Where a child lives with parents that have shared responsibility for the child, the "address" shall be considered as the home which the child resides for the majority of the school week.

6.4. The unit postal address or quartering area address will be used as the "address" when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address.

6.5. We will accept changes to the address up to the point of allocation (CAF submission) deadline.

6.6. If following the application of oversubscription criteria two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place; except in the case where the applicants that cannot be separated live at the same address, in which case the academy should admit them all. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

## 7 When do I find out if my child has been offered a place?

7.1. If you have applied using the CAF and your application was submitted by the deadline you will receive notification from your Local Authority advising you of the school your child has been allocated. Notifications are issued on:

7.2. 1 March or next working day for Year 7 and Year 12

7.3. 16 April or next working day for Reception and Year 3

7.4. For late applications made using the CAF you will receive a notification from the Local Authority advising you of the school your child has been allocated on a date in line with the Local Authority policy on late applications.

7.5. The academy is unable to comment on your application prior to the above dates.

7.6. Once a place has been allocated at the academy, you will be contacted by the academy regarding the induction process.

## 8 What happens if I have not been allocated a place?

8.1. If your child has not been allocated a place at one of our academies then their name will be added to our waiting list. If a place at the academy becomes available children will be admitted from the waiting list.

8.2. You also have the right to appeal the decision.

## 9 Waiting Lists

9.1. The academy will maintain a waiting list for each year group. Children are only added to the waiting list following an application to join the academy.

9.2. The waiting list for the normal admissions year group (relevant age group) will be cleared at the end of the first week of the Spring term each year.

The waiting list for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list you will need to reapply for a place at the academy.

9.3. Children are ranked on the waiting list in order of the oversubscription criteria above.

9.4. Children allocated a place at the academy in accordance with the Fair Access Protocol will take priority over children on the waiting list.

9.5. The Fair Access Protocol is an agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are shared out to make sure no one school has to take too many of these children. As a Trust we are committed to participating in the Fair Access Protocol.

## **10 Appeals**

10.1. Appeals should be submitted directly to Academy Transformation Trust on the appeals form in appendix 3.

10.2. For applications made on the CAF during the normal admissions round the deadline for submitting an appeal is:

- 16 April or next working day for applications to join Year 7 or Year 12
- 20 May or next working day for applications to join Reception or Year 3

10.3. For all other applications the deadline for submitting an appeal is 20 school days from the date of your notification letter.

10.4. Once you have submitted your appeals form we will acknowledge receipt of the form within 5 school days. The appeals hearing will take place prior to the end of the school/academic year (or within 30 school days for in-year admissions). You will receive at least 10 school days' notice of the appeals hearing date and additional information will be provided at this time.

10.5. If you miss the deadline for lodging an appeal, where possible we will try to hear your appeal within the same timeframe as if it had been on time. However if this is not possible it will be heard at a later date.

10.6. Appeals will be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code 2012.

## **11 Exceptions**

### **Applications for Reception**

11.1. The academy will make arrangements for all children allocated a place at the academy to be admitted in September full-time. You can request that the date your child is admitted to the academy is deferred until later in the academic year or that your child attends the academy part time until they reach compulsory school age. Your child must be in attendance at the academy in the final term of the academic year for which the original application was accepted.

### **Applications for Year 3**

11.2. If your child is due to finish Infant School and you would like them to attend a school where Year 3 is not the lowest year group in the academy, then you should list the Primary Academy on your CAF and the application will be assessed as if you had made an in-year application (see paragraph 3).

### **Applications for Year 12**

11.3. Applications for Year 12 can be made using the CAF; however, you also have the option to apply directly to the academy. For details on how to apply directly you should contact the Head of 6th Form.

11.4. Entry to 6th Form is dependent on meeting the academic requirements for your chosen courses, details of which can be obtained from the relevant academy. The oversubscription criteria will only be applied to those applicants meeting the academic requirements, where there are more applicants meeting the requirements than places.

### **Education, Health & Care Plans**

11.5. All children whose Plan of special educational needs or education health and care plan names the academy will be admitted. These children will be admitted irrespective of the number of pupils in the academy and before the oversubscription criteria are applied.

### **Applications for admission outside a child's normal age group**

11.6. It is expected that children will normally be educated within their chronological year group. However, parents or carers can make a request to the academy in writing for a place outside their normal age group. This will need to include, where relevant, any supporting evidence. The academy trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code. This will take into account the views of the Principal. The academy trust will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the academy will be given.

## Stoke Minster Church of England Primary Academy

Boothen Old Road,  
Stoke-on-Trent ST4 4EE  
Tel: 01782 234800  
www.stokeminster.stoke.sch.uk  
Headteacher: Mrs Lynne Willis

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission policy

Stoke Minster Church of England Primary Academy uses its own Admissions policy – see below:

### Statement

Stoke Minster Church of England Aided Primary School welcomes children from all backgrounds, faiths and no faith. The Governors of the School are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school Stoke Minster has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We hope that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils to the reception each September. This admission limit has been agreed between the Governing Body and the Local Authority and applies to the year 2019.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

1. children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship).
2. children who will have a sibling attending the school at the time of application and at the time of admission.
3. children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form attached.
4. children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form attached.
5. children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist.
6. children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form attached.
7. any remaining places will be given in order of the nearness of the home to the school, using a straight line distance measurement. (See below NOTES section (iii))

### Tie-breaker

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

### Notes

#### (i) Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the School and is

also attached). Please return this form direct to the School, signed by an appropriate faith leader.

### **(ii) Siblings**

“Sibling” refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **(iii) Distance**

Distance will be measured by nearness of the home to the school as determined by a straight line measurement from the child’s home address point to the main single gate entrance of the school, with those living closer to the school receiving the higher priority.

### **(iv) Waiting Lists**

Waiting lists will be held where in any year the school receives more applications for places than there are places available. The waiting list will operate throughout the academic year. It will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **(v) Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the School and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 14 days of the date of the letter confirming the governors’ decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

### **(vi) Multiple-birth applications**

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, the Local Authority will usually ask that we admit above the published admission number (PAN) where there are insufficient spaces for all siblings. If this is not possible the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocation after the twins/triplets/multiple births. If the parent(s) or guardian(s) accept the place(s) for one or more twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, if a space becomes available and the parent(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).





Stoke Minster Church Of England Aided Primary School

Supplementary Information Form - Application for a place on faith grounds

Full Name of Child: ..... Date of Birth (dd/mm/yy): .....

Name and Address of Church/Place of Worship attended: .....  
.....  
.....  
..... Post Code:.....

How long have you/the child worshipped here? .....years .....months

How many times per month (including weekday services) do you worship? .....x per months

Give details of any involvement in any church/faith activities e.g. youth work, voluntary work, committees, any office or role etc.

If you have moved within the last two years, give details of previous place of worship and length/frequency of attendance

Name of Minister/Faith Leader of your current place of worship and contact details

**Declaration**

I certify that these details are, to the best of my knowledge, correct.

Signed Parent/Carer: .....

Date: .....

Signed Minister/Faith Leader: .....

Date: .....

**This form must be signed by your faith leader and returned to the Academy by 31st October at the latest.**

**PLEASE RETURN to: The Headteacher, Stoke Minster C.E.(A) Primary School, Boothan Old Road, Stoke, Stoke on Trent. Staffs. ST4 4EE.**

## Summerbank Primary Academy

Summerbank Road, Tunstall,  
Stoke-on-Trent ST6 5HA  
Tel: 01782 233611  
www.summerbank.co.uk  
Headteacher: Mr Robert Shenton

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old.

Although parents have the right to express a preference for the school / academy that they wish their child to attend, there is no guarantee of a place being offered at their preferred school / academy.

It is the Trust's policy to try and meet parent's wishes where possible, however in some cases there may be more applications for a particular school / academy than there are places available. Admission to oversubscribed schools / academies are determined by the oversubscription criteria detailed below.

### Oversubscription Criteria

If the total number of preferences for admission to a school / academy exceeds the school's / academy's Published Admission Number (PAN), the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school / academy then they will be offered a place at the school / academy ranked highest on their application.)

1. Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of other 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 preferred school / academy rather than any other school / academy.

Exceptional circumstances must relate to the choice of school / academy and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They 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 preferred school / academy rather than any other school / academy.

and

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

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/academy. 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 preferred school / academy (or in the case of an infants school / academy, the affiliated Junior school / academy) and who will still be attending the school / 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 of staff in either of both of the following circumstances:
  - a) where the member of staff has been employed at the school / academy for two or more years at the time at which the application for admission to the school / academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.'
5. Children living within the catchment area of the preferred school / academy.
6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school / academy, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust and / or Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school / academy, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

#### **Additional Notes**

Copies of school / academy catchment area maps are available from the relevant Local Authority or individual schools / academies.

There is no charge or cost related to the admission of a child to a school / academy.

Admissions are administered through a coordinated admission scheme and preferences for schools / academies will be processed centrally by the relevant Local Authority's School Admissions Service. Each child will receive only one offer of a place at a school / academy.

Attendance at a particular infant school / academy will not guarantee admission to any particular junior school / academy. Parents must make a separate application for admission to junior school / academy at the appropriate time.

In accordance with legislation, children who have a statutory Education, Health & Care Plan (EHCP) that names a particular school / academy as being the most appropriate to meet the child's needs must be admitted to that school / academy. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Trust and / or the relevant Local Authority will not seek to obtain this information on behalf of the applicant.

The Trust and / or relevant Local Authority 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 / academy. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The requirement to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the Trust will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

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 friend's or relative's address will not 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 Trust and / or relevant Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Trust and / or Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2019. 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 on the 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.

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. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Trust and / or relevant local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately. 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 or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any child not obtaining a place at any of their parent's preferred school / academy will be allocated a place at their catchment area school / academy (if

places remain available) or the next nearest school / academy with a space available and advised about the independent appeals process.

### **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 / academy later in the same academic year until the child reaches compulsory school age (i.e. 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 / academy, parents should visit their preferred school(s) / academies 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 / academy.

### **Admission 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, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are 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 the child's best interest to be admitted outside of their 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 Trust who will take into account the circumstances of the case and views of the head teacher of the school / academy concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

### **Waiting lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list. For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2 and parents will be written

to each year to ask whether or not they wish their child's details to remain on the list.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

Inclusion on a school's / academy's waiting list does not mean that a place will eventually become available at the preferred school / academy. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school / academy in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

### **Late Applications**

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's / academy's waiting list.

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school / academy for the same academic year unless, in exceptional circumstances, the Trust has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

### **"In-Year Transfer" Arrangements**

Parents or carers seeking to transfer to a School / Academy may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school / academy may be after the next term or half term holiday and those parents/ carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

## Sutherland Primary Academy

Beaconsfield Drive, Blurton,  
Stoke-on-Trent ST3 3DY  
Tel: 01782 594133  
www.sutherlandprimary.co.uk  
Head of Academy: Mr Garry Boote

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

The Academy's Admissions Arrangements are reviewed annually in accordance with statutory requirements and guidance. In light of the review these arrangements may subsequently change.

The Academy will give parents a copy of the current Admissions Policy at the time of registering an interest in a place at Sutherland Primary Academy. It is the responsibility of prospective or interested parents to request updated copies of the admissions policy. The Academy's Admissions Policy is displayed in the school entrance/main reception area and on its web site.

Sutherland is a Primary Academy. The Trustees' Board is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the Academy's year commencing September 2019, the Trustees' Board has agreed that the Published Admission Number (PAN) for pupils is 75 places for pupils of appropriate age

- Classes in Foundation Stage 2 (Reception) will be no more than 30 pupils, taking into account the government's Class Size Pledge (unless Sutherland is directed to exceed the Class Size Pledge by the Local Authority)
- Classes in Key Stage 1 (Years 1 + 2) may not exceed 30 children per class because of the Class Size Pledge (Y1/Y2) (unless Sutherland is directed to exceed the Class Size Pledge by the Local Authority) Admissions to the school will be made by the Trustees' Board

All preferences listed on the Local Authority Preference Form will be considered on an equal basis. Where there are more applications for admissions than the school has places available, the following over-subscription criteria will be used:

1. All children whose Education, Health and Care Plan (EHC) names the school, that is Sutherland Primary Academy, must be admitted. These children are placed first and thus fewer places may be available for other children
2. Looked-after children and all previously looked-after children – 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 or special guardianship order.
3. Those children who live in Sutherland Primary Academy's catchment area who will have a sibling attending the school at the time of the applicant's proposed admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
  - have one or both natural parents in common, or
  - are related by a parent's marriage or related by parents living as partners at this address, or
  - are adopted or fostered by a common parent We do not include cousins in our definition of sibling.
4. Those children who live in the catchment area of Sutherland Primary Academy
5. Children who live outside Sutherland Primary Academy's catchment area who will have a sibling attending the school at the time of the applicant's proposed admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
  - have one or both natural parents in common, or
  - are related by a parent's marriage or related by parents living as partners at this address, or
  - are adopted or fostered by a common parent We do not include cousins in our definition of sibling.
6. Children of staff working permanently at Sutherland Primary Academy at the time of application
7. Children who live nearest to Sutherland Primary Academy, as determined by a straight line from the child's home address point to the main entrance of the school as calculated by the Local Authority's Geographical Information System.

### Please note that all criteria apply at the point of application closing dates

The criteria used to determine admission refers in every case to the child's home address. This means the address where the child normally lives on a full-time basis, not the address of any child-minder or relative.

In the case of parents who are separated and where childcare arrangements are shared between two addresses we use, as a tie breaker, the parent who claims the child benefit.

We assume that applicants will always give Sutherland Primary Academy the correct factual information when applying for a school place. Applicants should be aware that any school place that has been offered on the basis of false information may be withdrawn. Where an offer is withdrawn on the basis of misleading information, the application must be considered again and the Right of Appeal can be offered. Applicants will be asked to provide evidence of their correct postal address, e.g. child benefit statement in addition to their Birth Certificate.

The Trustees' Board will accept as evidence of removal into the area proof of exchange of contracts relating to the purchase of a property within the catchment area or a copy of a signed rental agreement (minimum 6 months). The Trustees' Board retains the right to check on occupancy arrangements and their decision on such matters is final.

**What we mean by sibling** - a child who is living at the same address as their parent(s)/legal carer(s), as part of a family unit. 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. Cases of siblings, within the same year group (who are not twins) requiring places in the same academic year group and Sutherland Primary Academy having one place available, will be considered on an individual basis.

#### **Unsuccessful applicants have a statutory right of appeal to an Independent Appeal Panel.**

Sutherland Primary Academy does not consider repeat applications within the same academic year unless there have been significant and/or material changes in the circumstances of the parent, child or school relevant to the application (see DfE School Admission Appeals Code of Practice).

#### **Waiting Lists**

Under the co-ordinated scheme, the Academy and Local Authority will maintain a waiting list until the end of December. The Academy will continue to maintain a waiting list for subsequent terms, for all year groups, including In-Year applications, until the end of each academic year, when the list will be discarded.

#### **Nursery Admissions**

All children aged 3 and 4 years are entitled to receive 15 hours of early education for 38 weeks each year, term time only. Sutherland Primary Academy will fund a further 15 hours per week, making it possible for children attending Sutherland Nursery to have a full time place. Sutherland's policy of providing an additional free 15 hours per week of Nursery education, will be subject to annual review by our Board of Trustees, and will be conditional upon parents and carers making an application for the Government's 'Free Early Education Grant'. To this end, we will support all parents and carers through the grant application process on request.

It is important that a separate application is made for every child for admission into Foundation Stage 2 (Reception) class. Attendance at the Foundation Stage 1 (Nursery) class is **no guarantee** that a place will be available in Foundation Stage 2 (Reception).

#### **There is no Right of Appeal for Nursery Applications**

#### **Annexe 1 Catchment area**

The catchment area of Sutherland Primary Academy includes: The Beaconsfield Estate, The Seddon's Estate, Drubbery Lane/Maythorne areas as far as Trentham Road. A map is available on our website/ from the academy.

### **The Crescent Academy**

Pinewood Crescent, Meir,  
Stoke-on-Trent ST3 6HZ  
Tel: 01782 318145  
[www.thecrescentacademy.com](http://www.thecrescentacademy.com)  
Executive Principal: Mr David Alston

The School admits students between the ages of 3-11

#### **How to apply for Nursery or Reception place for September 2019**

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

#### **Admission criteria**

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## The Willows Primary

Greatbatch Avenue, Penkhull,  
Stoke-on-Trent ST4 7JU  
Tel: 01782 233280  
www.willowsprimary.com  
Headteacher: Mrs Sarah Thursfield

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Waterside Primary

Eastwood Road,  
Stoke-on-Trent ST1 3JS  
Tel: 01782 234630  
www.waterside.stoke.sch.uk  
Headteacher: Mrs Joanne Knowles

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Weston Infant Academy

West Street, Weston Coyney,  
Stoke-on-Trent ST3 6PT  
Tel: 01782 319607  
www.whinfrants.co.uk  
Executive Headteacher: Mrs Kathryn Clayton

The School admits students between the ages of 3-7

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Whitfield Valley Primary Academy

Oxford Road, Fegg Hayes,  
Stoke-on-Trent ST6 6TD  
Tel: 01782 234570  
www.whitfieldv.org.uk  
Acting Headteacher: Mr Adam Clewes

The School admits students between the ages of 3-11

### How to apply for Nursery or Reception place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for Nursery applications is 31 January 2019.**

**The closing date for Reception applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

# Junior schools in Stoke-on-Trent

Please note that a separate application must be made for any transfer from Infant to Junior school. Applications for transition from Infant Schools to their linked Junior School requires only a single preference.

## Alexandra Junior School

Meir Road, Normacot,  
Stoke-on-Trent ST3 7JG  
Tel: 01782 235377  
[www.alexandra-jun.stoke.sch.uk](http://www.alexandra-jun.stoke.sch.uk)  
Executive Headteacher: Mrs Dawn Shaw

The School admits students between the ages of 7-11

### How to apply for a junior school place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for junior applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Moorpark Junior School

Park Road, Burslem,  
Stoke-on-Trent ST6 1EL  
Tel: 01782 234440  
[moorpark@moorparkjunior.co.uk](mailto:moorpark@moorparkjunior.co.uk)  
Headteacher: Mrs Karen Peters

The School admits students between the ages of 7-11

### How to apply for a junior school place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for junior applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Grove Academy

Turner Street, Northwood,  
Stoke-on-Trent ST1 2NL  
Tel: 01782 234550  
[www.grovejunior.co.uk](http://www.grovejunior.co.uk)  
Executive Headteacher: Mrs Stephanie Moran

The School admits students between the ages of 7-11

### How to apply for a junior school place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for junior applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.

## Weston Junior Academy

Princess Drive, Weston Coyney,  
Stoke-on-Trent ST3 6NG  
Tel: 01782 312112  
[www.westoncoyney-jun.stoke.sch.uk](http://www.westoncoyney-jun.stoke.sch.uk)  
Executive Headteacher: Mr Sean Thomson

The School admits students between the ages of 7-11

### How to apply for a junior school place for September 2019

An application must be made online at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or by using the local authority preference form.

**The closing date for junior applications is Tuesday 15 January 2019.**

### Admission criteria

The Admissions Policy for Community, Foundation Trust and Voluntary Controlled schools is shown towards the beginning of appendix A.





## Useful contact details

**Children and Family Services**  
**Civic Centre, Glebe Street,**  
**Stoke-on-Trent,**  
**ST4 1HH**

<b>Admissions and Transport Helpline</b>	<b>01782 234598</b>
<b>In Year Admissions</b>	<b>01782 237856</b>
<b>Education Welfare</b>	<b>01782 233489</b>
<b>SEND Information Advice and Support Service (SENDIASS)</b>	<b>01782 234701</b>
<b>Free School Meals</b>	<b>01782 236813</b>
<b>Vulnerable Children and Corporate Parenting</b> Hanley Area Office	<b>01782 235100</b>



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[twitter.com/sotcitycouncil](https://twitter.com/sotcitycouncil)



City of  
**Stoke-on-Trent**

[stoke.gov.uk/education](https://stoke.gov.uk/education)