Victorious Academies Trust
success in education

Admissions Policy for Victorious Academies Trust Academies 2028 – 2029 Academic Year (2611)

Aims

1. This policy:
   - Explains how to apply for a place at academies within the Trust;
   - Sets out the school's arrangements for allocating places to the pupils who apply; and
   - Explains how to appeal against a decision not to offer your child a place.

2. This policy may be amended from time to time in accordance with the requirements of the Trust's Funding Agreement, the School Admissions Code and relevant admissions legislation. Where there is a proposed change in admission arrangements the Trust will consult on these proposals.

Legislation and statutory requirements

3. This policy is based on the following advice from the Department for Education (DfE):
   - School Admissions Code; and
   - School Admission Appeals Code.

4. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

5. This policy complies with the Trust funding agreements and Articles of Association.

6. The Trust will participate in and comply with the Fair Access Protocol operated by each relevant local authority in accordance with the School Admissions Code.

Definitions

7. The normal admissions round is the period during which parents can apply for a state-funded school place at the school's normal point of entry, using the common application form provided by their home local authority.

8. Looked after children are children who, at the time of making an application to a school, are:
   - In the care of a local authority,
   - Being provided with accommodation by a local authority in exercise of its social services functions; or
   - Children who were in state care outside England but who were then adopted.

9. Previously looked after children are children who were looked after, but ceased to be so because they:
   - Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
   - Became subject to a child arrangements order, or
   - Became subject to a special guardianship order

10. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31

March and 31 August.

11. Rules for siblings - Included in this factor are step siblings and half siblings living at the same address and who will be attending the relevant academy at the expected time of admission.

12. Rules for Residence - Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

13. If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

14. The address from which distance will be measured will be the permanent residential address, as at the closing date for applications of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week.

15. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as 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 (or special guardians).

16. In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

17. Admissions and appeals for academies within the Trust will be administered in partnership with the relevant local authority in accordance with the co-ordinated admissions arrangements and appeals procedures applicable to that academy.

18. Distance – Where distance from home to school is used as part of the admissions process, measurements will be undertaken in accordance with the relevant local authority's published admissions arrangements and co-ordinated admissions scheme. Applicants should refer to the relevant local authority's website for further information regarding the methodology used to calculate distances.

19. Where two or more applications cannot otherwise be separated using the oversubscription criteria, the Trust will apply the tie-break arrangements used by the relevant local authority as set out in its published admissions arrangements.

Annual Procedures for determining Admission Arrangements - Consultation

20. The Trust will consult on proposed admission arrangements in accordance with the School

Admissions Code.
Where consultation is required, it will take place for a minimum of six weeks between 1 October and 31 January and will include all statutory consultees.

Statutory consultees include:

- the relevant local authority or authorities;
- parents of children between the ages of two and eighteen;
- other admission authorities within the relevant area;
- neighbouring schools; and
- any other persons or bodies that the Trust considers may have an interest in the proposed admission arrangements.

The Trust will consider all responses received before determining admission arrangements.

Admission arrangements will be determined by 28 February and published in accordance with the School Admissions Code.

How to apply

21. For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). This may be an electronic form. Parents may express preferences for schools in accordance with the arrangements published by their home local authority. Preferences should be ranked in order of preference.

22. You will receive an offer for a school place directly from your local authority. Please note, pupils already attending a nursery based within any of our academies will not transfer automatically into the main school. A separate application must be made for a place in Reception.

Requests for admission outside the normal age group

(Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.)

23. Parents can request a place for the admission of their child in the September following their fourth birthday. Where a place has been offered a place at a school:
a) that child is entitled to a full-time place in the September following their fourth birthday;
b) 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
c) 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.

24. When considering requests for admission outside the normal age group, the Trust will consider the circumstances of each individual child, including information provided by parents and any relevant professional advice.

25. Parents of summer-born children (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request admission to Reception rather than Year 1. The Trust will consider requests for admission outside the normal age group on a case-by-case basis in accordance with the School Admissions Code. Decisions will be made in the best interests of the child, taking account of the views of parents, the headteacher and any relevant professional evidence provided.

26. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

27. Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in this document. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

28. Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space for parents to do this and parents should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

29. Decisions will be taken on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher of the school concerned.

30. Each request and the evidence provided will be considered and a decision made based on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, local authority officers will not ask for additional information. All information provided will be treated in the strictest confidence.

31. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Allocation of places

Admission number for each school within the Trust

32. The Trust has determined the admission numbers for each academy in accordance with the School Admissions Code.

33. In any specific year, the Trust may set a higher admission number than the agreed admission

number for an applicable year group at an academy. The Trust may admit above the Published Admission Number where permitted by legislation or where exceptional circumstances apply.

Academy Name:	Address:	PAN:
Adswood Primary School	Garners Lane, Adswood, SK3 8PQ	45
Aldwyn Primary School	Lumb Lane, Audenshaw, M34 5SF	60
Arundale Primary School	Lowry Grove, Mottram, SK14 6PW	30
Buckton Vale Primary School	Swallow Lane, Carrbrook, Stalybridge, SK15 3NU	30
Discovery Academy	Porlock Avenue, Hattersley, SK14 3LE	30
Gamesley Primary School	Grindleford Grove, Gamesley, Glossop, SK13 6HW	30
Greenside Primary School	Greenside Lane, Droylsden, M43 7RA	60
Holden Clough Primary School	St Albans Ave, Ashton-under-Lyne, OL6 8XN	30
Inspire Academy	Mossley Road, Ashton under Lyne, OL6 9RU	60
Lyndhurst Community Primary School	Hill Street, Dukinfield SK16 4JS	30
Pinfold Primary School	Hattersley Road East, Hyde, SK14 3NL	30
Poplar Street Primary School	Ravenswood Drive, Audenshaw, M34 5EF	60
St Anne's Primary School	St Annes Road, Denton, M34 3DY	30
Wild Bank Primary School	Demesne Drive, Stalybridge, SK15 2PG	15
Yew Tree Primary School	Yew Tree Lane, Dukinfield, SK16 5BJ	30

The Published Admission Number (PAN) for each academy is reviewed annually by Victorious Academies Trust and determined in accordance with the School Admissions Code.

Process of Application for Reception

34. Applications for Reception places must be made through the applicant's home local authority using its co-ordinated admissions scheme.

    Academies within Victorious Academies Trust participate in the co-ordinated admissions arrangements operated by the relevant local authority in which the academy is located.

    Details of application processes, timescales and application forms can be found on the relevant local authority's website.

35. The Trust will participate in the co-ordinated admissions arrangements operated by the relevant local authority and will adhere to the published admissions timetable each year. This will fit in with the indicative timetable below for the co-ordination of admission arrangements:

    a) By September - The Trust will publish on the Trust website information about the arrangements for admission, including oversubscription criteria, for the following September. This will include how to find out the details of open evenings and other opportunities for prospective pupils and their parents to visit the academies. The Trust will also provide information in relation to the academies to relevant local authorities' for inclusion in the composite prospectus, as required;

b) September/October - The Trust will provide opportunities for parents to visit the academies;
c) October – the on-line application processes to be followed. Applicants should refer to their home local authority's website for information regarding the application process and key admissions deadlines.

36. Applications must be submitted by the national closing dates published annually by the relevant local authority.

37. Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date in January, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced.

38. Notification of offers will be issued in accordance with the national offer timetable published annually by the Department for Education and the relevant local authority. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

39. Parents will not receive multiple offers.

40. Victorious Academies Trust and its academies will ensure that application information is made available in sufficient time to enable parents to submit applications before the relevant deadlines.

41. Where fewer applicants than the published admission number for the relevant year groups are received at an academy, the Trust will offer places to all those who have applied.

Procedures for admission where an academy is oversubscribed

42. The oversubscription criteria set out below apply according to the location of the academy and the admission arrangements determined for that academy.

43. Procedures for admission where an academy is oversubscribed in Tameside:
Where there are more applications than places available, places will be allocated in the following priority order:

A. Looked After Children and previously Looked After Children.

B. Children considered to have exceptional medical and/or social needs relevant to the school.

C. Children who will have a sibling attending the school at the time of admission.

D. All other children, in order of distance from the school.

Where distance is used as a criterion, measurements and any tie-break arrangements will be applied in accordance with the relevant local authority's published admissions arrangements.

44. Procedures for admission where an academy is oversubscribed in Derbyshire:

Where there are more applications than places available, places will be allocated in the following priority order:

A. Looked After Children and previously Looked After Children (including those from outside England).

B. Children living within the normal area served by the school who will have a sibling attending the school at the time of admission.

C. Other children living within the normal area served by the school.

D. Children living outside the normal area served by the school who will have a sibling attending the school at the time of admission.

E. All other children.

Where distance is used as a criterion, measurements and any tie-break arrangements will be applied in accordance with the relevant local authority's published admissions arrangements.

45. Procedures for admission where an academy is oversubscribed in Stockport:

Where there are more applications than places available, places will be allocated in the following priority order:

A. Looked After Children and previously Looked After Children.

B. Children considered to have highly exceptional medical and/or social reasons for attending the school.

C. Children living within the school's catchment area who will have a sibling attending the school or associated junior school at the time of admission.

D. Other children living within the school's catchment area.

E. Children living outside the school's catchment area who will have a sibling attending the school or associated junior school at the time of admission.

F. All other children, in order of straight-line distance between the home address and the school.

Late applications will normally be considered after on-time applications and ranked in accordance with the oversubscription criteria above.

Where distance is used as a criterion, measurements and any tie-break arrangements will be applied in accordance with the relevant local authority's published admissions arrangements.

Operation of waiting lists

46. Academies will operate a waiting list for places in Reception until the end of the academic year. It will be open to any parent to ask for their child's name to be placed on the waiting list.

47. 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.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left an academy

48. In-year applications will be administered in accordance with the arrangements published by the relevant local authority and academy. This will not affect the Trust's role as the admission authority for its academies or its responsibility for determining admissions arrangements and applying the published oversubscription criteria.

49. Waiting lists will operate at all Trust schools for all year groups (Years 1 – 6) in addition to Reception for the whole academic year wherever necessary for places that are available.

50. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, our academies will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs applies. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal.

51. In accordance with the School Admission Appeals Code, repeat applications within the same academic year may not give rise to a further right of appeal unless there has been a significant and material change in circumstances.

In-year admissions

52. Parents wishing to apply for an in-year place should contact the relevant local authority and follow its published application process.

    Information regarding in-year admissions, application procedures and supporting evidence requirements can be found on the relevant local authority's website.

    If a place is available in the requested year group, the application will be considered in accordance with the admissions arrangements for the relevant academy. Where a year group is full, applicants may request that their child is placed on the waiting list.

53. All local authorities operate a Fair Access Protocol to ensure that vulnerable and unplaced children are offered a suitable school place as quickly as possible.

Appeals

54. If an application for a place is unsuccessful, parents will be informed of the reason for refusal and provided with details of their right to appeal.

    Appeals should be submitted in accordance with the arrangements published by the relevant local authority responsible for administering admissions and appeals for the academy concerned.

    Information about appeal procedures, timescales and how to submit an appeal can be found on the relevant local authority's website.

55. The Trust will ensure that all appeals are heard in accordance with the School Admission Appeals Code.

Monitoring and review

56. The effectiveness of this policy will be monitored by **the Chief Executive Officer and the Trust Board**.

57. The Trust Board will determine admission arrangements annually in accordance with the School Admissions Code. Formal consultation will be undertaken where required by the Code.