Procedure for Admissions
2025-2026

Walton-on-Trent CE (C) Primary and Nursery School

At Walton-on-Trent CE (C) Primary and Nursery School our policies and procedures have been written to comply, appropriate, with the General data Protection Regulations – GDPR 2018. Further information regarding GDPR is available on the school website.

This policy was written after consultation with staff and approved by the Local Governing Board after a consultation period.

Living, Learning, Laughing in God's Love

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

Our Admissions Authority is the John Taylor Multi-Academy Trust. It is the Academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places available.

Oversubscription Criteria

If the total number of preferences for admission to a school exceeds the Published Admission Number (PAN) of 20, the following order of priority is used to allocate the available places:

(a) A current 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

(b) Children living in the catchment area served by the school at the time of application and admission who have siblings attending the school at the time of application and admission

(c) Children living in the catchment area served by the school at the time of application and admission

(d) Children not living in the normal area served by the school but who have siblings attending the school at the time of application and admission

(e) Other pupils arranged in order of priority by how near their home addresses are to the school as measured in a straight line.

In the case of b, c, d and e, choices have to be made between children satisfying the same criteria, and those children living nearest to the school (measured by straight line distance) will be given preference.

Siblings are defined as "child of parent's partner living in the same family unit" and includes fostered siblings.

If your application is unsuccessful, you have the right to make an appeal, details of which can be obtained from the LA and will be subject to the 2022 School Admissions Appeal Code https://www.gov.uk/government/publications/school-admissions-appeals-code

Additional Notes

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

In accordance with legislation, children who have an Education, Health and Care Plan (EHCP) that names Walton-on-Trent CE Primary and Nursery School as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.

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

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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).

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions arrangements, the school will not seek to obtain this information on behalf of the applicant.

The requirement for the Academy 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 20 pupils. However, as an exception, the Academy will give careful consideration to offering places above the published admission number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

On behalf of the Academy, the 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. 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 home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with

friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

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

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 Academy is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Academy immediately. Where there is a proposed house move taking place during the admissions process the Academy will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 13 March 2024. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

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

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

Vulnerable children

Derbyshire admissions authority acknowledges the need for vulnerable and hard to place children to access education quickly and efficiently. It should ensure that schools admit pupils in challenging circumstances on an equitable basis and eliminate the need for any one school to admit an unreasonable number of hard to place pupils.

Nursery Admissions

The nursery admissions and arrangements are separate from main school and a main school place has to be applied for following the Derbyshire procedures. If the nursery is full, names will be kept on a waiting list and a place will be offered if it becomes available. Please enquire at the office if you wish to discuss options for your particular child or circumstances.

Deferred Entry to Reception Class

Parents may request that their child be admitted to Reception Class on a part-time basis, or that their child be admitted to school later in the same academic year until the child reaches compulsory 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, parents should visit their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

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 Academy who will take into account the circumstances of the case and views of the headteacher. 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.

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

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 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 waiting list.

Repeat Applications

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 Academy 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 particular Academy may make an application using the appropriate application form, which can be obtained from the Academy. In year applications for school places will be responded to within a maximum of 15 school days. However our schools, where possible, would envisage processing applications more swiftly. 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 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.

In the interests of safeguarding, it is John Taylor MAT procedure to inform the Local Authority that a pupil has left that John Taylor MAT academy in order to attend another school in the UK or abroad.