



## **Newtown Primary School**

*Part of Stour Vale Academy trust who are the admission authority for the school*

### **School Admissions Policy**

**This Admissions Policy relates to admission to the School in the academic year 2025/2026**

#### **General**

Newtown Primary School will comply with the Department for Education's School Admissions Code ("the Admissions Code") the School Admission Appeals Code ("the Appeals Code") and the law relating to admissions as set in the [School Standards and Framework Act 1998](#).

Newtown Primary School, through Stour Vale Academy Trust who are the admission authority will consult the relevant bodies where amendments to the policy are required or within the specified timescale as per the Admissions Code.

Newtown Primary School will participate in the co-ordinated admissions arrangements for reception entry which will be administered by Sandwell Metropolitan Borough Council ("the LA") [Apply for a school place | Sandwell Council](#).

#### **Admission Numbers**

**1. Published Admission Number (PAN) – Nursery Provision**

The School has an agreed PAN of 26 full time equivalent places.

**2. Published Admission Number (PAN) – Reception Entry**

The School has an agreed PAN of 30 (1 Form Entry). The School will accordingly admit 30 children (aged rising 5) if sufficient applications are received.

## Application Process

### 3. Nursery Admission

- a) Applications for a place in the nursery will be made directly to the school and the timetable will be published yearly. Applicants will be considered under the published admissions criteria *clause 5*, (see *nursery admission on the school website for further details*).
- b) The School does not give priority for reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents/carers are able to take advantage of a nursery place at the School in comparison to those who have to attend other providers.
- c) Parents/Carers will need to apply for a reception place via the process mentioned in *clause 4* if they would like their child to be considered for a place. All applicants will be considered as per the admissions criteria *clause 5*.

### 4. Reception Admission

- a) Applications for a reception place must be via the online admissions form provided and administered by the home local authority (*the one that the parent/carer pays council tax to*). For further information on this process please visit the LA website.
- b) The School will consider all applications for a reception place under the published admissions criteria *clause 5*.

### 5. Admission Criteria

When the School is oversubscribed, after the admission of Children with an Education, Health and Care Plan (EHCP)<sup>1</sup> where the School is named, priority for admission will be given to those children who meet the criteria set out below:

- a) A 'looked after child'. A looked after child is a child who is a) looked after by a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989. *Details of eligibility must be supplied by the allocated social worker or foster carer.*

Or

A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted. *Proof of eligibility will be required.*

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<sup>1</sup> An Education, Health and Care plan (EHCP) is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. This policy is not relevant to the process for naming the school on a child's EHCP. There is a separate process for selecting or changing the school named on an EHCP which is outside of the admissions process. Contact your home local authority for further details.

- b) Children for whom it is essential to be admitted to the School because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate member of the child's family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker, or similar professional.
- i) *The supporting evidence should set out the particular reasons why the School is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be sent to the LA by the application closing date, for the applicant to be considered under this criterion.*
- c) Children who, on the date of admission, will have a sibling (e.g. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step-brother or sister) who will be living with them at the same address and on roll of the School. Children will be considered under this criterion if they have a sibling who attends the School and will continue to be on roll when the child joins the School.
- d) Children living nearest the school. Distance will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to a point in the school grounds as determined by Executive Principal, using the LA's computerised measuring system.

## 6. Additional Information

- a) Accessibility by car or public transport, a childminder's or business address cannot be taken into consideration.
- b) Children who live at more than one address:** The home address will be where the child resides for the majority of the school week (i.e., Sunday to Thursday). If the parents have 50:50 responsibility, then it will be the address of the parent who received child benefit. If neither parent is in receipt of child benefit, please contact the LA.
- c) When a place is offered proof of eligibility will be required. The School will follow the process used by the LA to establish eligibility. If false or misleading information is used to gain entry to the School the offer of a place will be withdrawn, and the parent/carer will be given the right of appeal.

## 7. Tie Break

### Sibling

If there are more siblings than there are places available, the places will be offered to the siblings who meet clause 5d in this order.

### Distance

In the event of a tie break under 5d random allocation will be used, which will be undertaken by a person independent of Stour Vale.

Applicants' names will be drawn from a hat. Two names will be drawn for the first toss of the coin, and the successful applicants will stay in for the next draw. The process will be repeated until there remains only one child, who will be granted the place.

## 8. Infant Class Size Legislation

The School is required to comply with Infant Class Size requirement which means that it can teach no more than 30 infants per schoolteacher. Our admission number therefore reflects this position. However, if one child of a multiple birth can be accommodated within the published admission number, the School will accommodate the other child/children as an exception to the Infant Class Size requirement as per the School Admissions Code.

## 9. Children of Service Personnel (UK Armed Force)

The School will consider applications for a place from families of UK Service Personnel (UK Armed Forces) or a Crown Servant returning from overseas as a result of a posting; under the published admissions criteria *clause 5*. The distance measurement used to consider the application will be calculated to the posting address or unit postal address, providing proof of posting is supplied (e.g. a letter that declares the relocation date and unit postal or quartering area address) with the application. Places can be allocated in advance of the family arriving in the area.

## Waiting Lists

### 10. Nursery

Newtown Primary School will operate a waiting list if it receives more applications than there are places available, the list will be open for the whole academic year. Applications will be made directly to Newtown Primary School and will be considered under the published admissions criteria *clause 5*, (*see nursery admission on the School website for further details*).

### 11. Reception

- a. The LA will operate a waiting list where it receives more applications than there are places available. A waiting list will operate from the day after national offer day until the 31 December of the new academic year. Applicants who have not been offered a place by the Local Authority or a \*higher preference from their online application will be allocated a place on the waiting list. *\*Higher preference – an applicant has been offered a place at a school that the parent/carer placed higher on the application form than their preference of the School.*
- b. Parents/Carers of applicants who placed Newtown as a lower preference on their application form and received a higher preference or wish to make a new application should contact Newtown.
- c. Parents/Carers who would like their child's name to remain on the reception waiting list after the 31 December will need to reapply under the in-year waiting list process set out in clause 12.

### 12. In Year

- a) The Local Authority (Sandwell LA) will operate a waiting list for applications submitted for years 1 – 6 and reception after 31 December. Applications will be made directly to the LA by completing an in-year application form available from the Sandwell Admissions. The LA 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<sup>2</sup>.

- b) If more applications are received than there are places available, the admissions criteria *clause 5* will be applied. Parents/Carers will be advised of the outcome of their application with 10-15 school days. The waiting list will operate for the full academic year.

13. The date of application will not be taken into consideration for all waiting lists, the applicant's position will be determined solely in accordance with the oversubscription criteria set out in *clause 5*. If at the end of the academic year a parent/carer would like their children to be considered for entry to the subsequent year group, they will be required to apply afresh.

#### 14. Appeals

Where an application to Newtown is declined, parents have the right to appeal to an independent appeal panel except when applying to the nursery. Newtown will provide guidance for parents/carers on how the appeal process works and a named contact who will be able to answer any questions or queries. A timetable for appeals will be published by the date specified in the Appeals Code.

#### 15. Reception Starting Dates

Children will qualify for admission to the reception class in the September following their fourth birthday. Where an offer has been made:

- i. the child's parent/carer 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<sup>3</sup> and not beyond the beginning of the final term of the school year for which the offer was made; and
- ii. where the parent/carer wishes, a child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

#### 16. Admission of Children outside Their Normal Age Group Including Summer Born Children

- a) The LA will consider an application for a place outside of the child's normal age group, which includes summer born children (1 April – 31 August), their decision will be based on the circumstances of each case and in the best interests of the child concerned.

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<sup>2</sup> Section 87 of the SSFA 1998

<sup>3</sup> 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.

Parents/Carers will need to write to School Admissions Service giving a reason and providing documentation to support this request.

- b) The School will consider the parent/carer'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.
- c) The School will consider the information provided and inform the parent/carer in writing of their decision. If the School agrees to this request the child will be considered with the other applicants under the published admissions criteria for the admission year/year group that they are applying for.
- d) Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school but is not in the parent/carers preferred age group.

#### **17. Fair Access**

The school will participate in the LA's Fair Access Protocol which will be used to place vulnerable and/or hard-to-place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Pupils admitted under this protocol will be prioritised over those children on the in-year waiting list.

#### **18. Late applications**

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

- a) When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
- b) When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- c) When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- d) When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.

- e) When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks' duration from the date on which application forms became available. If your application is received after the closing date and not covered by one of the circumstances above, then it will be processed after consideration of all on time and accepted late applications.

### **19. Further applications in the same academic year.**

The school will only consider more than one application the same academic year if one or more of the following significant changes apply:

- (a) The child becomes looked after by the local authority.
- (b) The child has a medical condition which was not present when the previous application was considered.
- (c) The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application.
- (d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made.
- (e) A vacancy arises in the relevant year group.