

Pegasus Academy Trust



Admissions Admission Policy

March 2013

Admissions Policy

1. Introduction

- 1.1 The Pegasus Academy Trust (PAT) was formed in April 2011 and is a company limited by guarantee (Company number 7542114) whose primary purpose, stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing schools ("the Academies") offering a broad and balanced curriculum.
- 1.2 The company is run by a board of directors with representation on the board for parents and members of the local community.
- 1.3 The Directors of The Pegasus Academy Trust are, from April 2011, the admission authority for the schools listed below.
- 1.4 The Pegasus Academy Trust is currently responsible for three schools – Ecclesbourne Primary School, Whitehorse Manor Infant School and Whitehorse Manor Junior School. Admission to each school within the Trust is run separately but to a common set of criteria set out in section '2' below.
- 1.5 The Academy Trust company has agreed to a funding agreement with the Department for Education (DfE) stating that 'the company will act in accordance with all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools.

2. Places available

- 2.1 In 2010 Whitehorse Manor Infants was the most oversubscribed school in Croydon with 484 applications for 90 available places. In order to try to meet this demand the Directors of the Pegasus Academy Trust, in partnership with the Local Authority, are working to expand the number of places available at Whitehorse Manor Infant and Junior Schools from 60 in each year group to 90 in each year group. This process began in the academic year 2009 - 2010 with 90 places in the Reception classes on the Whitehorse Manor site and will be completed in September 2015 when there will, for the first time, be 90 places available in all year groups on the Whitehorse Manor site. From September 2012 an additional class of 30 reception children will be located at EPS. These children are the first cohort of a proposed new Whitehorse Infants annex - working title Brigstock Primary. At Ecclesbourne Primary School (EPS)

60 reception places are available. Pegasus Academy Trust is therefore able to offer a total of 180 reception places each academic year.

3. Admission criteria

- 3.1 Staff at PAT have no influence over how places are allocated and it is the wish of the Directors that the schools run by PAT remain local schools serving the local community regardless of ability or religious belief.
- 3.2 If the number of applications for a school is higher than the number of places available, the allocations will be made in the following order. After the admission of children with a statement of Special Education Needs, where a school is named on the statement, the criteria will be applied in the order in which they are set out in paragraph 3.3 below:
- 3.3
1. **Looked After Children** or previously Looked After Children (see Note 1).
 2. **Siblings:** Children with a brother or sister who will be in attendance at the school or attached Infant or Junior School at the time of enrolment of the new pupil (see Note 2).
 3. **Medical:** Pupils with serious medical reasons for needing to attend a particular school within the Trust. A serious medical condition of a parent which would prevent them taking their child to school may also be relevant (see Note 3).
 4. **Children of staff** at the school (see Note 4).
 5. **Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5 and 6). Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils; then lots will be drawn (see Note 9). The Local Authority will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria administered equally. The rank or order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered.

4. Notes for clarification

- 4.1 **Note 1.** Looked after Children are children in public care at the date on which the application is made. If an application is made under the looked after criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. Previously Looked after Children are children who were looked after but ceased to be so because

they were adopted or subject to a residence order or a special guardianship order.

- 4.2 Note 2.** A sibling is defined as a brother or sister, half brother or sister, step brother or sister, foster brother or sister or adopted brother or sister whose main residence is at the same address.
- 4.3 Note 3.** The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the Trust's nominated medical advisor. The application must be supported by a letter from a hospital consultant and/or the Family's GP. "Parent" is defined as the father, mother, foster father, foster mother, legal guardian or the person who has full parental responsibility for the child. The medical needs of the parent will only be taken into account where the school is the nearest school to the child's home, where "Home" is defined in Note 5 and distance is defined in Note 6.
- 4.4 Note 4.** Where the employee is any teaching or non-teaching member of staff employed by PAT. The staff member must have been employed for a continuous period of two years prior to the application date on which the child would be admitted to the school. It may also include a member of staff who is employed by PAT to fill a vacant position for which there is a demonstrable skill shortage identified and minuted by the Local Governing Body.
- 4.5 Note 5.** "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Trust should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.
- 4.6 Note 6.** Distance will be measured in a straight line from the centre of the pupils main home to the designated main entrance, nominated by the school using the Local Authority's computerised measuring system with those living closer to the school receiving higher priority. For shared properties (e.g. flats) the centre will be taken from the centre of the building.
- 4.7 Note 7.** Child minding factors cannot be taken into account when allocating places at PAT schools. Parents of children attending the nursery class at an infant or primary school must still apply in the usual

way. These children are not guaranteed a reception class place at the school.

- 4.8 Note 8.** Twins/triplets or other multiple births. Where a parent applies for entry into the same year group for more than one child and there are not enough places available for all the siblings then provided there is a place for at least one of the siblings then the remaining siblings will be offered places at the school.
- 4.9 Note 9 'Tiebreaker'.** Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils; then the ultimate tiebreaker will be drawing lots.
- 4.10 Note 10.** Child's permanent address. The child's address should be that of the child's permanent place of residence. A business address, work place address, or childminder's address will not be accepted. A relative or carers address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility i.e. a court order must be supplied. If your child is attending a nursery class attached to an infant or primary school, you MUST still apply. There is NO automatic transfer. An application must be submitted by the closing date and your child must meet the published admissions criteria of the school to be offered a place.
- 4.11 Note 11.** Shared custody. If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where child benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by PAT.
- 4.12 Note 12.** Change of address. Changes of address will only be considered where PAT receives the following, independent evidence.
- (a) Letter from a solicitor confirming the exchange and completion of contract for the new place of residence.

5. Waiting lists

- 5.1 Waiting lists will be maintained for one academic year (September to September) for over-subscribed schools. A child's position on the waiting list will be determined in accordance with the admissions criteria and will not take account of the date on which the application was made. A child's position on a waiting list can go down as well as up dependent on the application criteria of those joining the waiting list.

6. Transfer from Infant to Junior school

- 6.1 Priority in the allocation of Year 3 places for children transferring from infant to junior school will be given to those children in attendance at the attached infant school. In the event that the number of applications from children in the attached infant school should exceed the number of places available in the junior school, decisions on the allocation of places will be made in accordance with the admission criteria listed at paragraph 3.1 of this document. Please note that the process for junior school admissions is set out in Croydon's 'Pan London' Primary Co-ordinated Admission Scheme.

7. In year admissions

- 7.1 PAT will co-operate with the Local Authority in the handling of in year admissions and will participate in the pan-London protocol for the co-ordination of in year admissions which is described on the LA website: <http://www.croydon.gov.uk/contents/departments/education/pdf/1107666/primary2012-13.pdf>. The explanatory section is on page 41.

8. Monitoring and review

- 8.1 The admissions policy is the responsibility of the Directors of The Pegasus Academy Trust and is reviewed at Directors meetings whenever a change is required.
- 8.2 Changes to the policy may be suggested by the Local Governing Bodies at any of the schools run by The Pegasus Academy Trust in accordance with their terms of reference. Directors may also suggest changes and should make this an agenda item by contacting the company secretary.