ASHTREE PRIMARY ACADEMY

PROPOSED ADMISSIONS ARRANGEMENTS 2028/2029

Introduction

1. This Admission Policy is part of the admission arrangements for Ashtree Primary (**Academy**), which is part of Future Academies (**Trust**), a multi academy trust.

2. The Academy is a co-educational, non-selective, publicly funded primary school welcoming applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.

3. The Academy admits children into Reception Year, who will usually continue until Year 6. The Academy also has a nursery which caters for children from the age of three years. Parents should note that children who attend the nursery do not transfer to Reception Year automatically, an application for admission in the 'normal admission round' for Reception Year must be made in the usual way, with no priority being given to those attending the nursery.

4. The 'admission authority' for the Academy is the Trust via its Board of Trustees, who delegate their admission functions to an Admissions Committee formed of at least three Local Governors, as appropriate.

5. The application of this policy and the performance of all admission related functions are carried out by the Trust, Academy, Local Governing Body and Admission Committee in compliance with admission law, the School Admissions Code 2021 and the School Admission Appeals Code 2022 (as revised by the Department for Education (**DfE**) from time to time), as well as other relevant laws such as the Equality Act 2010, Human Rights Act 1998, and the law and statutory guidance relating to special educational needs.

6. In education law and this policy, a 'parent' means a natural or adoptive parent of a child (regardless of whether they have care of, contact with and/or parental responsibility for the child), as well as other persons who are not the natural or adoptive parent of the child but who have care of and/or parental responsibility for them.

Children with an Education, Health and Care Plan (EHCP)

7. Children with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice published by the DfE. Their EHCPs are maintained by their home Local Authority, which is responsible for deciding which educational setting will be named in the EHCP as the one the child will attend.

8. Where the parents of a child with an EHCP want them to be educated at the Academy, they must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the Academy on its suitability and compatibility, before deciding whether or not to name the Academy in the child's EHCP.

9. Where the Academy is named in an EHCP after consultation, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Reception Year at the start of September), these place will be allocated within the PAN, reducing the number remaining for allocation under this policy. Where this happens at any other time, they will be admitted when the Academy is named regardless of pupil numbers in that year group.

Age at Starting School and Compulsory School Age

10. All children are entitled to a full-time place at school in the September following their fourth birthday. However, they do not reach compulsory school age (the age at which they are legally required to attend school full-time) until one of three prescribed dates after their fifth birthday:

    10.1. Children born on or after 1 September to 31 December reach compulsory school age on 31 December on or after their fifth birthday.

    10.2. Children born on or after 1 January to 31 March reach compulsory school age on 31 March on or after their fifth birthday.

    10.3. Children born on or after 1 April to 31 August reach compulsory school age on 31 August on or after their fifth birthday. These children are known as 'summer born children'.

Deferred Entry, Delayed Entry and Part-Time Attendance

11. Parents have a right to decide that their child will not start school until they reach compulsory school age. Where this is for one or two terms, this is known as 'deferring' entry, and the place offered and accepted will be retained for that child until they start school.

12. However, entry cannot be deferred beyond the end of the second term of the school year. The parents of summer born children can defer entry for one or two terms (and retain their place), however if they decide that do not want their child to start school until the following school year in September (known as 'delaying' entry), the place offered and accepted will be lost, and the parents will have to make a new application for admission the following year.

13. Parents also have a right to decide that their child will attend school part-time until they reach compulsory school age. Unlike with deferred entry, this may be for the whole school year (in the case of summer born children), and it can also be combined with the right to defer entry. For example:

    13.1. Children born on or before 1 September to 31 December can defer entry until the first day of school in January or attend part-time until then.

    13.2. Children born on or before 1 January to 31 March can defer entry until the first day of school in January or April, or attend part-time until either of those dates, or a

combination of the two can be arranged (e.g. defer until January, then attend part-time until April).

13.3. Summer born children born on or before 1 April to 31 August can either:

a) Defer entry until the first day of school in January or April, or attend part-time until either of those dates or for the whole school year, or a combination of the two can be arranged (e.g. defer until January or April, then attend part-time until April or the end of the school year); or

b) Delay entry until September the following year, when the place offered and accepted will be lost and a new application for admission must be made the following year. This would normally be for admission to Year 1 with the child's normal age group, unless a Request for Admission Outside Normal Age Group is made and agreed in principle for entry to Reception Year instead (see further below).

14. In all cases, parents are asked to let the Academy know their decisions as soon as possible, to assist with operational planning.

Statutory Maximum Infant Class Size

15. The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.

16. Some categories of children may still be admitted over the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Admissions Code. These additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30.

Published Admission Number (PAN)

17. The PAN for Reception Year is 30.

Oversubscription Criteria

18. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, places will be offered to children in the following categories in this order of priority:

18.1. **Looked after and previously looked after children**

A 'looked after child' is one 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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need for documentary evidence to be provided with the application.

18.2. **Children with an exceptional medical and/or social need to attend Ashtree Primary Academy**

The child must have an exceptional medical and/or social need that means that only Ashtree Primary Academy is suitable for them to attend and no other local school would be suitable.

A completed Exceptional Medical and/or Social Need Form (published on the Academy's website or available from the Academy's main office) must be submitted with the application for admission for inclusion in this category to be considered. Part A of this form must be completed by the parent whose details are given in the application for admission. The form must then be given to a medical or other professional (e.g. GP, hospital consultant, psychiatrist, psychologist or social worker) for completion of Part B, signing, dating and stamping, before it is submitted with the application. This form has been carefully prepared to ask questions designed to elicit information from the professional that is necessary to apply the criteria in this category. It replaces the need for separate evidence from a professional to be provided.

Parents should note that the criteria in this category set a high threshold to meet. For the avoidance of doubt, simply having a medical, behavioural or mental health condition, and/or special educational or other needs, will not be sufficient without other compelling evidence from the professional that only Ashtree Primary Academy is suitable for the child to attend, and no other local school is suitable, and this is caused by the child's exceptional need.

Children deemed not to meet the criteria for inclusion in this category will be placed into the next category that applies to them below. Parents should therefore ensure that they provide full information/supporting documentation as set out below in case their child does not achieve a place in this category.

18.3. **Children with a sibling at Ashree Primary Academy at the time of application and starting at the Academy**

The sibling must be on the roll in any year group at Ashtree Primary Academy at the time of application, and will still be on the roll when the applicant child starts at the Academy. For the avoidance of doubt, this means that siblings in Year 6 who will have left at the time the applicant child starts at the Academy will not meet the definition of a 'sibling'.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of an extended family member (e.g. cousin, grandchild), or the child of a friend, will not meet the definition of a 'sibling' even if they live at the same address as the applicant child.

18.4. **Children of staff at Ashtree Primary Academy**

The staff member must have been:

a) employed at Ashtree Primary Academy for more than 50% of their working week during term time on a permanent contract or consecutive fixed term one-year contracts for two or more years at the time of application;

and/or;

b) recruited to fill a vacant post at Ashtree Primary Academy, for more than 50% of their working week during term time, on a permanent contract or fixed term one year contract, for which there was a demonstrable skill shortage.

The staff member may be full or part-time, teaching or non-teaching staff. For the avoidance of doubt, it is not possible for staff to have priority for their children at more than one academy within the Trust.

A 'child of a staff member' means their birth child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner whose 'home address' is the same as the staff member within the definition set out in this policy.

A completed, signed and dated Children of Staff Form must be submitted with the application in order to ensure that eligibility under this criterion is identified. The staff member must be the parent whose details are given in the application form, as obtaining the details of more than one parent is prohibited.

18.5. **All other children**

All applicant children not included in any of the categories above will be allocated places in this category.

Tie Breaker

19. In each of the oversubscription categories above, where there are more applications than places available, the order in which places are allocated will be determined by reference to the distance between the child's home address and the Academy, with those living closer receiving higher priority.

20. When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.'

21. Distances will be measured by Hertfordshire County Council using their dedicated computerised mapping system designed for this purpose, which measures the distance in a straight line to two decimal places. The measurement is taken from the AddressBase Premium address point for the child/external candidate's home address (as defined below) to the address point for the Academy. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

22. In the case of twins, triplets or siblings of a higher multiple birth, where one or more of this sibling group achieve a place in the usual way, but the remaining sibling(s) do not, all of them will be offered a place even where this means exceeding the PAN or normal maximum pupil number for that year group

Child's Home Address

23. The child's home address is defined in this policy, and it is the address meeting this definition that must be stated in the application, and will be used when the application is processed.

24. The child's home address is the residential (not business) address at which they will live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their admission. In the rare cases where the child lives with more than one parent and their pattern of overnight stays with each is irregular from week to week, this will be assessed over the most recent five term time weeks.

25. Where there is any doubt over the child's home address, parents will be asked to provide satisfactory documentary evidence to establish this. This may also be required for other children (e.g. siblings). Satisfactory documentary evidence may include family court orders setting out child arrangements and/or proof of ownership and renting.

26. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant child or sibling's permanent home address may be requested.

27. If the child/sibling moves address during the course of the application process, Hertfordshire County Council (and, if different, their home Local Authority) must be

provided with satisfactory documentary evidence that the new address will meet the definition, as well as the expected moving date, as soon as possible.

28. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

Application Process in the 'Normal Admission Round'

29. All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.

30. The **'normal admission round'** for applications for admission to Reception Year in September covers all applications made by the statutory deadline for applications (**15 January 2028**), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (**16 April 2028 or the next working day**).

31. Applications in the 'normal admission round' for Reception Year must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For children resident in Hertfordshire County Council, the webpage can be accessed by clicking on this link here - www.hertfordshire.gov.uk/admissions. Hard copy admission forms are available on request from the Hertfordshire County Council Customer Service Centre on 0300 123 4043.

32. Parents must carefully consider the oversubscription criteria above to check whether any additional forms or documentation should accompany the application for a particular category, as failing to do so could prevent the correct highest category being identified, which could result in a place not being offered.

33. A **'late application'** is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

Application Process for In-Year Admission

34. An **'in-year application'** is one made for Reception Year on or after the first day of term in September, or for any other year group at any time.

35. The PANs set for **Reception Year** applies throughout the year of admission, but cease to apply at the end of that school year when the cohort moves to the next year group. This means that in-year applications made for Reception Year may be refused on the basis that there are **no places available within the PAN**.

36. In respect of **all other year groups**, a place will be offered unless admitting an additional child would **prejudice the efficient provision of education, and/or the efficient use of resources**, at the Academy.

37. Where multiple in-year applications for the same year group are received and processed

at the same time, and it is established that some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker set out above will be applied to determine which children will be offered the available places.

38. In-year applications must be made directly to the Academy by completing an In-Year Admission Application Form. This form can be downloaded and printed out here or obtained in hard copy format from the Academy's main office and then submitted to the Academy either by email to (enquires@ashtree.futureacademies.org) or by post/hand delivery to the Academy's main office.

39. Parents must carefully consider the oversubscription criteria above to check whether any additional forms or documentation should accompany the application for inclusion in a particular category, as failing to do so could prevent the correct highest category being identified, which could result in a place not being offered.

40. The outcome of in-year applications will be notified in writing to parents ideally within 10 school days, but in any event within a maximum of **15 school days** of receipt.

Requests for Admission Outside Normal Age Group

41. Parents have a right to request permission for admission to a year group outside their normal age group, which may be above or below, however this is not an absolute right. The request must be considered by the Admission Committee which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.

42. These requests are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, ideally well ahead of any deadlines for their normal age group, so that they make informed decisions as to preferences when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is desired outside normal age group, as the outcome may not be the same for all.

43. The Admission Committee make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Headteacher's views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

44. Parents must complete a Request for Admission Outside Normal Age Group Form. This form can be downloaded and printed out here or obtained in hard copy format from the Academy's main office and then submitted to the Academy either by email to [enquires@ashtree.futureacademies.org] or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

45. The Admission Committee will notify the parents of the outcome of their request in writing and will explain its reasons in sufficient detail for them to understand why it came to that decision.

46. Where the request is agreed in principle in advance of an application being made, the letter

should accompany the subsequent application. Parents should note that receiving agreement in principle to admission outside normal age group does not guarantee a subsequent offer of a place, it simply opens the door for an application for that year group to be accepted and processed with all others received at the same time.

47. Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the Academy about the outcome under its published Complaints Policy, if they wish.

Statutory Right of Appeal

48. Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the Academy. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

49. All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time).

50. The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before **28 February 2028**.

51. If you wish to appeal, please use this link to complete your appeal via Education Appeals **online**. Please do NOT use ANY other appeal form or send your form to your local authority. It is **highly recommended** that you download the explanatory booklet about appeals which you should read **before** you complete the appeal form (Booklet Link). Please contact clerk@educationappeals.com for further information or they can be contacted via **020 3151 0400 option 1.**

Waiting/Continued Interest List

52. The Academy operates a waiting/continued interest list for each year group, throughout the whole of the school year. All names are deleted at the end of each school year, unless parents contact the Academy to say that they want their child's name to remain on the list for the next year group the following year.

53. Waiting/continued interest lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child's name was added to the list. This means a child's name can go up, as well as down, the list as more names are added.

54. When a place becomes available, if there is more than one child in the highest category, the relevant tie breaker in that category will be applied to determine which child will be offered the place.

55. Children allocated a place under their Local Authority's Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting/continued interest list, and regardless of pupil numbers in the year group in which they are placed.

Nursery Provision

56. Ashtree Primary Academy has a nursery unit/deliver pre-school nursery education. However, the admission arrangements detailed in this document do not apply for those

being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision. Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's center does not guarantee admission to the school.

Review and Determination of Admission Arrangements

57. The admission arrangements for every school must be determined each year by the school's 'admission authority' (or delegate committee).

58. Where any changes are proposed from the substantive criteria determined for the previous intake (other than an increase in PAN), these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January ahead of determination on or before 28 February in the determination year (as defined by the Code).

59. The admission arrangements for the 2028 intake will be determined by the Admission Committee on **9 February 2027**.

60. Please submit any queries regarding these admissions arrangements directly to the Admissions Committee via: admissions@futureacademies.org.

ASHTREE PRIMARY ACADEMY
IN-YEAR ADMISSION APPLICATION FORM

Please carefully read the School's published Admission Policy before completing this form to establish if any other forms or documentation need to be submitted.

Important: The School is prohibited from obtaining the details of more than one parent during the application process. This means that all forms submitted must only give details of the same parent only.

PART A - CHILD'S DETAILS:	
Child's full legal name:	
Child's date of birth:	
Child's home address: (as defined in the Admission Policy)	

PART B - PARENT'S DETAILS (one parent only):	
Parent's full name:	
Parent's address: (if different to the child's home address)	
Parent's email address:	
Parent's contact number:	

PART C - LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN		
Is the child looked after or previously looked after? (Please refer to the Admission Policy for the definition of 'looked after child', 'previously looked after child' and other requirements such as supporting documents before answering)	**Yes**	
	No	

PART D - CHILDREN WITH AN EXCEPTIONAL MEDICAL AND/OR SOCIAL NEED		
Does the child have an exceptional medical and/or social need which means that only Ashtree Primary Academy is suitable for them to attend, and no other local school would be suitable, because of that exceptional need? (Please refer to the Admission Policy for full details of the criteria before answering)	**Yes**	
	No	
If the answer is 'Yes', the application should be accompanied by a completed, signed, dated and stamped Exceptional Medical and/or Social Need Form, which can be downloaded from the Academy's website or obtained in hard copy format from the Academy's main office)		

PART E - CHILDREN WITH A SIBLING AT THE ACADEMY		
Does the child have a sibling at Ashtree Primary Academy at the time of application who will still be on the roll when the applicant child starts school? (Please refer to the Admission Policy for the definition of a 'sibling' and other requirements such as where the sibling must live before answering)	**Yes**	
	No	
If the answer is 'yes', please complete the sibling's details below:		

Sibling's full legal name:	
Sibling's date of birth:	

PART G - SIGNATURE AND DATE	
I certify that the information that I have provided in this form is true and accurate, to the best of my knowledge and belief:	
Signed:	
Dated:	

This completed form and any additional forms documents must be sent to:

Ashtree Primary Academy, Chertsey Rise, SG2 9JQ, or Email: enquires@ashtree.futureacademies.org, for the attention of the Admission Committee.

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