

STOKE-ON-TRENT CITY COUNCIL

**ADMISSION POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED
NURSERY SETTINGS, PRIMARY SCHOOLS AND SECONDARY SCHOOLS
FOR 2010/11**

Nursery Provision

All but three of the infant schools in Stoke on Trent have nursery provision attached. In addition, Stoke on Trent has seven nursery schools. Children aged three years by the 31 August are able to attend a nursery class or school, sometimes on a part time basis, in September. Attendance at school is not a requirement at this age but is at the discretion of parents until a child becomes five years old, then s/he must start school in the following term.

Pupils with a statement of special educational need naming a particular nursery setting will get preference over all other applicants for that school and count towards the admission number.

Where there are more applications for a nursery setting than there are places the following priorities will be used, in order, to allocate places:

1. Children in the care of the local authority
2. Children who have an elder brother or sister at the school who will still be attending at the time of admission
3. Others in priority order depending on how near their home address is to the main gate of the setting as the crow flies.

Once the class is full a waiting list based on these criteria will be held until the end of September of that academic year.

Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.

As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

Primary Provision

The Coordinated Scheme

Full time places in Foundation 2 (reception) classes in schools in Stoke-on-Trent are available in the September of the academic year in which a child becomes five years old. All applications for admission to community, voluntary controlled and voluntary aided schools at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. This is known as the co-ordinated admission scheme. To help this process applicants are required to fill out a common application form. This can be done on-line.

Schools have an Admission Number (AN) for each year group, including the Foundation 2 (reception) class. The Admission Number is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the Admission Number. Regulations also require that Foundation 2 (reception) and infant classes must have no more than 30 pupils to each teacher.

Parents are asked to name three schools, in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their published admissions criteria. They cannot take account of where the school is placed in the order of preferences.

Pupils with a Statement of special educational need are considered separately and before everyone else and must be accepted by the school named on their Statement. They will count towards the school's admission number.

The Council will pass preferences for voluntary aided schools to the governing bodies of those schools. The governing bodies are the admissions authorities for those schools. The governing bodies will be asked to consider the applications in accordance with their own admissions policy and to return to the Council a list of children in priority order. The Council will consider the preferences for community and voluntary controlled schools in accordance with its own admissions criteria and will draw up a list of children for each school in priority order.

The Council will allocate places at schools up to their Admission Number. If a child is eligible for a place at more than one school the child will be offered a place at the school which is highest on their parent's preference list.

This is called an equal preference system. The advantage of this system is that a child is more likely to gain a place at a school which is one of their parent's preferences. It must, however, be recognised that this could be at the expense of a child who lives further away and whose parent has named a particular school as a first preference.

Criteria for admission to community and voluntary controlled primary schools

Where there are more applications for a community or voluntary controlled primary school than there are places available, the Council will use the following priorities, in order, to allocate places:

1. Children cared for by a local authority.
2. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission.
3. Other children living within the catchment area of the school.
4. Children living outside the catchment area of the school who have an older brother or sister at the school at the time of admission or at the linked junior school in the case of infant schools.
5. Other children living outside the catchment area of the school.

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main gate of the school as measured by the nearest practical walking route. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.

The Council also has to comply with the "Infant Class Size" regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of September of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Council will admit above the admission number (AN) provided that the class size limit is not exceeded. Where it is impossible to accommodate siblings in such a way the parents will be asked make a decision on behalf of the family.

Late applications

Late applications will be considered alongside those received by the closing date only if:

1. The family moved into the area after the deadline for the receipt of applications
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time
3. An error on the part of the school.

Such considerations will be the exception rather than the rule. Otherwise late applications will be treated as in-year applications at the end of the allocation process.

Deferred places

Children have to start school at the beginning of the term following their fifth birthday. Schools in Stoke-on-Trent offer places to children before this statutory date. Parents may apply for a deferred place at a school offering them a place in the Foundation 2 (Reception) year at 4+ and they will be treated in the same way as all other applicants. On request, the place will be held but a parent cannot defer entry beyond the beginning of the term in which the child reaches his or her fifth birthday.

Withdrawal of places

Once parents have been notified of an offer of a school place the Council will withdraw the offer only in exceptional circumstances, such as:

1. Failure to respond to the offer within the specified time following a reminder.
2. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.
3. Where a place was offered in error at a school where the Council is not the admissions authority.

Admission numbers

The admission numbers of the community and voluntary controlled primary schools are set out overleaf.

Abbey Hulton Primary	30
Alexandra Infants	60
Alexandra Junior	60
Ash Green Primary	60
Ball Green Primary	45
Belgrave CE (C) Primary	60
Blurton Primary	45
Burnwood Primary	60
Carmountside Primary	30
Christchurch CE (C) Primary	30
Clarice Cliff Primary	60
Crescent Primary	60
Eaton Park Primary	60
Etruscan Primary	45
Forest Park Primary	60
Gladstone Primary	60
Glebe Primary	30
Goldenhill Primary	30
Grange Primary	60
Greenways Primary	30
Grove Junior	110
Hamilton Infants	60
Harpfield Primary	30
Heron Cross Primary	45
Hillside Primary	30
Holden Lane Primary	30
Hollywall Primary	30
Jackfield Infants	60
John Baskeyfield VC CE (C) Primary	60
Kingsland CE (C) Primary	60
Maple Court Primary	60
Mill Hill Primary	60
Milton Primary	60
Moorpark Junior	60
New Ford Primary	45
Newstead Primary	30
Northwood Infants	60
Norton Primary	30
Oakhill Primary	45
Packmoor Primary	60
Park Hall Primary	60
Priory CE (C) Primary	45
Sandford Hill Primary	60
Smallthorne Primary	30
Sneyd Green Primary	60
St. John's CE (C) Primary	45
St. Paul's CE (C) Primary	30
Summerbank Central Primary	60
Sutherland Primary	75
Waterside Primary	30
Weston Coyney Infants	60
Weston Coyney Junior	60
Whitfield Valley Primary	45
Willows Primary	60

Secondary Provision

The Coordinated Scheme

The Council manages admissions to secondary school for all the children who live in the City of Stoke-on-Trent and it uses an equal preference system. Parents are asked to name three schools as preferences. Their preferences may include community schools, voluntary aided schools, foundation schools or maintained schools in other local authority areas. Parents may not name independent schools.

The Council is the admissions authority for the community schools in the City. The admissions authorities for the aided and foundation schools are the governing bodies of those schools. The admissions authority for community schools in other areas is the local authority for that area.

Every admissions authority publishes its own admission arrangements and will consider each preference for individual schools in accordance with those arrangements. They will not take account of the order of preferences made by the parent, that is, it will not matter whether the school in question has been named as a first, second or third preference.

The Council will pass details of preferences for aided and foundation schools to the governing bodies of those schools. It will pass details of preferences for schools in other local authority areas to the relevant local authority. Having considered all the preferences for their school, the governing body or local authority, as appropriate, will provide to the Council a list of children in descending priority order.

For community schools the Council will draw up lists of children in descending priority order for each school taking account of the criteria for admission to community schools. These are set out below.

When it has received all the lists for the schools in Stoke-on-Trent the Council will determine which children are eligible for places at individual schools by reference to the relevant admission number. The Council will then offer each child a place at their highest preference school for which they are eligible, that is, if the child is eligible for a place at all three schools which the parents have named as a preference, the child will be offered a place at their first preference. If the child is eligible for a place at their second and third preference, the child will be offered a place at their second preference.

If children are not eligible for a place at any school which their parents have named as a preference, the Council will allocate to the child a place at the nearest appropriate school where there are places available after all other parents' preferences have been met.

Admission numbers

The admission numbers of the community secondary schools are set out below.

Berry Hill	180
Birches Head	180
Blurton	206
Brownhills	150
Edensor	210
Holden Lane	220
James Brindley	150
Mitchell	152
Sandon	180
Thistley Hough	186
Trentham	140

In the majority of cases the admission number is based upon the net capacity of the school.

Arrangements for admission

For each community school the Council will draw up a list of children whose parent(s) have named that school among their preferences. The list will be drawn up in descending order of priority determined in accordance with the criteria set out below. At this stage the Council will take no account of the order of the preferences.

The Admissions Code requires schools to admit children who have a Statement of special education need which names the school on the Statement.

It is suggested that the Council should give priority to children in the following order:

1. children who are in public care (children in public care includes children provided with accommodation under Section 22 of the Children Act 1989);
2. children who have older brothers or sisters at the school at the time that they will start; and
3. children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.

The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.

If the last eligible child is a twin, triplet or child of any other multiple birth, the Council will allocate places to the siblings even if that means exceeding the admission number.