



Admissions Policy

Date of approval: March 2026

Review date: March 2027

Staff lead: Headteacher

Approved by: FGB

Admissions Policy

The governing body has agreed the following admissions policy within Local Education Authority guidelines:

Admission to Mainstream School

Full time places in reception classes will be available in September of the academic year within which the child becomes 5 years old.

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

It is the County Council's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular school than there are places available. Admission to oversubscribed community schools is determined by the oversubscription criteria detailed below.

Oversubscribed criteria

If the total number of preferences for admission to school exceeds our published admission number of 30, the following order of priority is used to allocate the available places. (NB after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school then they will be offered a place at the school ranked highest on their application)

- a) Children in care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order)
- b) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school

Exceptional circumstances must relate to the choice of school and the individual child i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school

Test 2: the child would suffer hardship if they were unable to attend the preferred school

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application

- c) Children who have an elder sibling in attendance at the preferred school (or in the case of an infant's school, the affiliated Junior school) and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either; have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, who parents live as partners)
- d) Children living within the catchment area of the preferred school
- e) Other pupils arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Staffordshire County Council Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to distance as in category (e)

Admission Arrangements for Nursery

Sessions in both Duckling and Puffin Nurseries run from 9.00 am – 3.30pm, there is also a breakfast and afterschool club available, from 7.30am to 5.45pm.

- All 3 and 4 year olds are eligible to access up to 15 hours Universal Early Years Funded Entitlement [EYFE] a week
- Eligible working parents can apply for EYFE for Working Families, providing access to:
 - Extended EYFE for 3 and 4 year olds, granting an additional 15 hours per week on top of the Universal EYFE (totalling up to 30 hours weekly)
 - up to 15 hours per week EYFE for Working Families.
 - From April 2024, children can begin accessing this the term after they turn 2 if approved.
 - From September 2025, children aged 9 months and above can access up to 30 hours per week.
- Some 2 year olds can access a maximum of 15 hours of EYFE per week if their families meet specific criteria under the Local Authority (LA) Issued Free Childcare for 2 year olds.

Flexibility will be available with regard to which mornings/afternoons/days are required to suit your personal needs, with an opportunity for you to pay for additional times, days or Breakfast & After-School Club as required.

If you qualify for the 30 hour funding, we aim to be as flexible as possible; sessions can include breakfast and afterschool club – from 7.30am to 5.45pm.

Application for the two-year-old provision

Two year olds can be accepted throughout the year, providing spaces are available.

Application for the three-year-old provision

You may add your child's name to the waiting list at any time. For a September start, we recommend that applications be submitted before Easter, you will be contacted to establish if you would like to submit a formal application, you will then be invited to collect an application pack from school (to be returned by an agreed date).

For a January start, we recommend that applications be submitted no later than October half term, if we still have places available, you will be contacted within the first two weeks of November to establish if you would like to submit a formal application, you will then be invited to collect an application pack from school (to be returned by an agreed date).

It is Chancel Primary's policy to try and meet parents' wishes wherever possible; however, in some cases there may be more applications for a particular intake than there are places. Admission to Nursery will then be determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of applications for admission to Chancel Primary Nursery setting exceeds the number of available places, then the following order of priority will be used to allocate the available places:

- 1) Children who have an elder brother or sister in attendance at Chancel and who will still be attending the school at the time of the proposed admission date. *For admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parents' marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners.*
- 2) Children residing in the defined Chancel Primary School catchment area.
- 3) Relevant Children in Care, who do not reside in Chancel's catchment area; including those previously determined as Looked After Children. (That is, children who were looked after but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order).
- 4) Children who satisfy **both** of the following tests:

Test 1: The child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend Chancel Primary Nursery rather than any other nursery. Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carers, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend Chancel Nursery rather than any other nursery.

and

Test 2: the child would suffer hardship if they were unable to attend the Chancel Primary Nursery. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 4) Other children will be arranged in order of priority, according to how near their home addresses are to Chancel Primary Nursery, determined by Staffordshire County Council catchment criteria.

Attendance at Chancel Nursery will not guarantee admission to Chancel's Reception Class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time, via the Staffordshire Admissions website.

Unsuccessful or late applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above. If places become available after the offer date they will be offered to the child at the top of the waiting list. Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school. 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.

Equality Information

This policy is underpinned by the Equality Information and Objectives Policy for Chancel Primary School which is available on request.

As a dyslexia friendly school we take into account the needs of children with specific learning difficulties.

This policy applies to the whole of Chancel Primary School, including the Early Years Foundation Stage.

The policy will be disseminated widely to all staff members, governors and parents and it will be reviewed every year.

Approved by Governing Body (sign): _____

Dated: _____