Acre Hall Primary School ADMISSIONS POLICY AND ARRANGEMENTS FOR SEPTEMBER 2027 (PRIMARY)

Date of Policy Approval: October 2026

Owner of Policy: Director of Education

Authorised by: Executive Team & Local Governing Body

Policy Review Date: September 2028

Distribution: Trust Schools/Trustees/Local Governing Bodies/Websites

Issue date: Sept 2027
Review by date: Sept 2028

Bright Futures Educational Trust's vision and values underpins all aspects of this policy and the way in which it will be applied. These are:

Our vision: the best ***for*** everyone, the best ***from*** everyone;

Our values;

Integrity: We do the right things for the right reasons

Passion: We take responsibility, work hard and have high aspirations

Community: We work together for a common purpose acknowledging our diversity as strength

What is the Policy for?

This policy outlines Bright Futures Educational Trust's approach to school admissions. It is in line with the School Admissions Code (Sept 2021) and the School Admissions Appeals Code (October 2022) and other relevant legislation (see below).
Our aim is to ensure that all Bright Futures Schools are excellent local schools that are fully inclusive and are committed to the local communities which they serve. This is reflected in school admissions policies, particularly in their oversubscription criteria used to determine the allocation of places in a fair, reasonable, clear and objective manner that complies with all legislation, including equalities legislation. We aim to work collaboratively with local authorities and other academy trusts to ensure that children and young people have access to a good education close to where they live.

The School Admissions Code

The School Admissions Code imposes mandatory requirements on all admissions authorities, including Academy Trusts. Academies are required by their funding agreements to comply with the Code. As a Multi Academy Trust, the Bright Futures Trust Board is the overarching Admissions Authority for all our academies. The Trust Board delegates the oversight of admissions to the Executive Team. All Local Governing Bodies (LGBs) must ensure their school-specific Admissions Policy abides by the Admissions Code and any other locally agreed protocols. The responsibility for determining admissions arrangements is with Local Governing Bodies although final approval rests with the Board of Trustees.

1 COMPLIANCE

1.1 This Admissions Policy and Arrangements has been drafted with regard to the following provisions codes and guidance

1.1.1 School Standards and Framework Act 1998

1.1.2 Children and Families Act 2014

1.1.3 Equality Act 2010

1.1.4 Human Rights Act 1998

1.1.5 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

1.1.6 School Admissions (Appeal Arrangements) (England) Regulations 2012

1.1.7 School Admissions Code, September 2021

1.1.8 School Admissions Appeals Code, October 2022

1.1.9 Special Educational Needs and Disability Code, January 2015

1.1.10 The Department for Education's "School Admissions Code", May 2021

2 ABOUT THIS POLICY

Acre Hall Primary School educates children aged from 2 – 11 years old. We are a mainstream school and part of the Bright Futures Educational trust. We also have 3 specialist classes for pupils with a range of special needs. School holds an SLA with the Local Authority (Trafford) to provide these places and allocate pupils to them.

We aim to provide quality experiences in all aspects of school life, enabling children to be happy, successful and keen to learn, thus helping them to grow into young people who are fulfilled and able to make a positive contribution to society.

2.1 This policy sets out how admissions will be dealt within the Academy and our determined admissions arrangements ("Admission Arrangements").

2.2 The admission authority for the Academy is Bright Futures Educational Trust ("Admission Authority").

2.3 The Academy's Admission Arrangements will be reviewed annually by the Admission Authority. The Admissions Authority has delegated the authority to review and determine the Admissions Arrangements, along with any other admissions matters to the Academy's Local Governing Body.

2.4 Any proposed changes to the Academy's Admission Arrangements will follow the statutory consultation procedure outlined within the School Admissions Code (as amended from time to time).

2.5 ROLES AND RESPONSIBILITIES

2.6 **The Admissions Authority** has overall responsibility for the admissions arrangements for the Academy but recognises the key role Local Governors play in reflecting the local circumstances of the Academy in admissions arrangements. The Admissions Authority will be supported by members of the academy trust central team to ensure compliance and consistency across all its schools and academies.

2.7 **The Local Governing Body** is delegated the power to monitor the effectiveness of admissions, to determine admission arrangements annually and to ensure statutory consultation is undertaken within the prescribed window in the determination year. Governors will work with the Principal/Head of School to ensure that admission arrangements meet the need of the Academy. The content of this policy will also be monitored and approved by Governors with advice taken from the Admissions Authority.

2.8 **The Principal/Head of School** will advise and keep the Governors informed of the operational matters arising from the Academy's admissions arrangements and will support Governors in ensuring that the arrangements are effective and any changes that are required are brought to them promptly to ensure that statutory consultation (as may be required) can be undertaken in accordance with the School Admissions Code 2021.

3 ADMISSION ARRANGEMENTS

3.1 The Admissions Authority, through the delegation to the LGB, will determine the Admissions Arrangements annually to include the PAN and oversubscription criteria. The year that the Admissions Authority makes its determination is known as the determination year ("Determination Year").

3.2 The Admissions Arrangements must be determined by the Admissions Authority by 28 February in each Determination Year.

3.3 In the event that the Admissions Authority has determined a change is to be made, or it has been 7 years since it last consulted on unchanged arrangements, a statutory consultation will be carried out in line with the School Admissions Code.

3.4 The Admissions Authority will provide details of the Admissions Arrangements to the appropriate bodies (as specified within the School Admissions Code), along with the governing bodies of

community and voluntary controlled schools in the local area. Reasonable endeavours will be made to ensure the consultation reaches relevant stakeholders so they can express their view.

3.5 The Academy will participate in the Trafford's co-ordinated admission arrangements.

3.6 Admissions Authority will publish the determined Admissions Arrangements by Trafford on its website and within its composite prospectus (which will be available online or in hard copy) by 15 March in each Determination Year.

3.7 If there are any objections to the Academy's Admissions Arrangements, these must be made to the Schools Adjudicator. The objections must reach the School Adjudicator by 15 May of the Determination Year. If the objections do not reach the Schools Adjudicator by the specified date, there will be no obligation to consider them.

3.8 All applicants are required to complete their home local authority's Common Application form by **15th January**. Parents/carers will be advised of the outcome of their application on **16th April**.

4 ADMISSIONS NUMBER

4.1 The Academy has a Published Admission Number (PAN) of **30** for entry into reception. This includes children with Education, Health and Care Plans (EHCPs) which names the School as educational placement.

4.2 Where fewer applicants than the PAN for the relevant year are received, all those who have applied will be offered places at the School.

5 OVERSUBSCRIPTION CRITERIA

5.1 When the School is oversubscribed, after the admission of pupils with Education, Health and Care Plan naming the School**,** priority for admission will be given to those children who meet the criteria set out below;

5.1.1 looked after children;

5.1.2 previously looked after children;

5.1.3 children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

5.2 After any children have been admitted in accordance with paragraph 5.1, the Admissions Authority will apply the following oversubscription criteria;

5.2.1 a sibling who is/was a pupil at the Academy

5.2.2 children who live in the catchment area

5.2.3 children who live outside the catchment area

6 TIE-BREAKER

If DISTANCE is used: "If the number of applicants within any of the above oversubscription criteria exceeds the number of places available at the School and a tie-break is necessary to determine which child is admitted, the child living closest to the School will be given priority for admission. Random allocation undertaken by Trafford Council will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases. Where random allocation is used to determine admission in these circumstances, it will be supervised by someone independent of the Academy." Distance from home to the Academy will be calculated in a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.
Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the school.
Each random allocation event only holds for the allocation of the currently available school place.

6.1 Where a child lives at two addresses with parents with shared parental responsibility the distance shall be calculated in the same way using the parent/carers preferred address.

If RANDOM ALLOCATION is used: "If the number of applicants within any of the above oversubscription criteria exceeds the number of places available at the Academy and a tie-break is necessary to determine which child is admitted, random allocation undertaken by Trafford Council's Children, Families and Wellbeing Directorate, will be used as a tie-break to decide who will be admitted. Where random allocation is used to determine admission in these circumstances, it will be supervised by someone independent of the Academy.

7 MULTIPLE BIRTHS

7.1 If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the Academy's Published Admission Criteria, the Admissions Authority will allocate above the PAN in order to accommodate each child.

8 LATE APPLICATIONS

8.1 All applications received by the Admissions Authority after the deadline for submitting an application will be considered as a late application.

8.2 Late applications will be considered after those received on-time and in accordance with the Academy's oversubscription criteria. If, following consideration of all on-time applications the Academy is oversubscribed, the child will be placed on the Academy's waiting list.

8.3 Applications received after the start of the Autumn Term in any Academy year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must complete the in-year application form which will be considered by the Admissions Authority.

8.4 An application will be considered late if it is submitted after 15 January.

9 DEFERRED ENTRY FOR INFANTS

Parent(s) / carer(s) offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the Academy year for which the offer was made.

9.1 Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

10 WAITING LIST

10.1 The Academy will operate a waiting list in Reception until 31 December in the year of admission. This will be maintained by the Academy. You may request that your child is not placed on the waiting list.

10.2 A child's position on the waiting list will be determined solely in accordance with the Academy's oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria, subject to looked after children, previously looked after children and those allocated a place at the Academy in accordance with

the Fair Access Protocol who will take precedence over those children on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

10.3 After 31 December the waiting list will no longer be maintained and parents will not be notified of any vacancies.

11 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

11.1 Parents may request that their child is admitted outside their normal age group. If a Parent wishes to make such an application they must contact the Academy with a written request including the following information:

11.1.1 the normal age group that the pupil would be admitted to and the year group which they are requesting the child be admitted to;

11.1.2 the reason(s) for the request;

11.1.3 the parent's views on why the admission outside of the normal year group should be made;

11.1.4 information and evidence about the child's academic, social and emotional development as supported by professionals;

11.1.5 confirmation as to whether the child has been educated outside of the normal age group previously; and

11.1.6 if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

11.2 The Principal will be given the opportunity to consider the information and, along with your application, submit the information to the Local Governing Body to make a determination. A sub-committee of the Governors will meet to make the determination.

11.3 If the application is made during the normal admissions round, and Governors agree that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to our oversubscription criteria. A grant of the application does not receive any priority under our oversubscription criteria. If the application is refused and a place is offered in the normal age group there will be no right of appeal. If no place is offered in the requested or

normal age group then there will be a right of appeal but only against the refusal to offer a place in the normal age group.

11.4 If the request for admission outside the normal age group is made in-year and is refused by the Governors, whereby you are not offered a place for your child even in the normal age group, then there will be a right to appeal the decision. If a place is offered in the normal age group there is no right of appeal.

12 APPEALS

12.1 Parents have the right to appeal the Admission Authority's refusal to offer a place at the Academy**.**

12.2 The letter confirming refusal will include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and provide the contact details of where an appeal should be sent.

12.3 Parent(s) / carer(s) must make their appeals in writing and set out the grounds for making the appeal.

12.4 The Admission Authority will appoint an independent clerk to the appeal panel.

12.5 The Admission Authority (or the clerk acting on its behalf) must appoint an Independent Appeal Panel comprised of a chair and at least two other panel members. There must be one lay member and one member who has experience in education or is a parent of a registered pupil at the Academy.

12.6 The Independent Appeal Panel will conduct itself in compliance with School Admission Appeals Code (as amended from time to time), in particular:-

12.6.1 Section 2 – Appeal Hearings, and

12.6.2 Section 3 – Reaching Decisions on Appeals.

12.7 The determination of the Independent Appeal Panel is binding on all parties.

12.8 Parent(s) / carer(s) will not have the right to a further appeal in respect of a place at the Academy for the same academic year unless there are exceptional circumstances whereby the Admission Authority has accepted a second application because of a significant and material change in the circumstances of the parent(s) / carer(s), child or Academy but admission was still refused.