



DISCOVERY PRIMARY ACADEMY

Admissions Policy

In force with effect from September 2023.

Presented to the trustees TBC

Date reviewed :	December 2021
Date approved :	TBC
Date of next review:	TBC

Discovery Primary Academy is part of The Four Cs Multi Academy Trust 1



1. Introduction

1.1 The Local Governing Committee of Discovery Primary Academy applies the regulations on admissions fairly and equally to all those who wish to attend the Academy. This policy conforms to the legislative requirements of the latest version of the School Admissions and School Admission Appeal Codes, which are issued under Section 84 of the School Standards and Framework Act 1998. The Academy is traditionally oversubscribed, therefore early dialogue is essential to ensure the best possibility of gaining a place within the school.

2. Aims and objectives

2.1 The Academy is an inclusive Academy that welcomes children from all backgrounds and abilities.

2.2 All applications will be treated equally and in a sensitive manner.

2.3 The only restriction in place on entry is that of numbers. If the number of children applying for entry exceeds the places available, the Academy will enforce the procedure set out below in order to determine whether a child is offered a place or not. It is the Academy's wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs (apart from Education, Health and Care plans) that they may have, plays no part in the admissions policy of this school.

3. How parents can apply for their child to be admitted to Reception

3.1 As our school is an Academy, we have the flexibility in setting bespoke admission arrangements. In reviewing best practice, the Academy decided to harmonise our admission arrangements in line with the Local Authority

arrangements. The Academy however remains the 'Admissions Authority'. The policy and over subscription criteria for entry to each school are published each year by the Local Authority. Parents can receive a copy of the policy and over subscription criteria directly from the Local Authority.

3.2 The Local Authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at the Academy. Applications must be submitted online on the Local Authority admissions website. The closing date for all Reception intake applications is 15 January, the Academy strongly advises that parents do not delay their application in case of technical problems. National Offers day is 16 April or the next nearest working day should this fall on a weekend, parents that applied online can log on to the council's website from 12.30am to see which school their child has been offered. Letters will also be posted out on this day, no decision will be issued by phone.

3.3 In this area, children enter school in the academic year in which they become five (5). There is one admission date per year, which is early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to Discovery Primary Academy during the year their child is five (5) should ensure that they complete the necessary application form by the date set by the Academy each year, which will be the same as the date set by the Local Authority. Please see section seven (7) below for information about deferring and delaying a child's start to school.

3.4 If a child is attending a pre-school, a nursery school or nursery class, this will not be taken into account when admission allocations are made. Attendance at any nursery class or pre-school on a school site does not result in any priority for admission to that school. Parents/carers whose children are attending nursery classes attached to primary schools must still apply for a place in Reception.

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How parents can apply for their child to be admitted for Years 1 to 6

3.5 Admission to the Academy for all other year groups (excluding new Reception intake) and in-year admissions are done by the Academy. Applications can be made by visiting the Academy to complete an application form. Full details of this can be found on the Discovery Primary Academy website in the admissions tab [Discovery Primary Academy - Home](#)

Any offer from the Academy will be open for one (1) week, after this date, it will be offered to the next person on the waiting list, unless advised of an exceptional circumstance. All offers and admission arrangements are now confirmed by the Discovery Primary Academy admissions committee on a regular basis.

The council operates fair access protocol for those children whose applications cannot be dealt with as part of the normal admissions process. The purpose of Fair Access Protocols is to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum.

4. Admission appeals

4.1 If a child is not offered a place at the Academy, it is because to do so would prejudice the education of other children, as it would exceed the PAN.

4.2 If the parent is not satisfied with the outcome of the school place allocation, they have the right to appeal to an Independent Appeal Panel. If the parent wants to appeal for a place at more than one school they will need to appeal separately for each. The parent can only appeal for a place at a school if they have applied and been refused a place. An appeal is a legal procedure, so there has to be a degree of formality to make sure everyone can put their case without interruption. Everyone involved is aware of how daunting it can be for parents and will try to make them feel

as relaxed as possible (Details of appeal arrangements can be found on the School Admissions Appeals section on the Peterborough City Council website). An appeals panel decision is binding for all parties concerned.

5. PAN (Published admission number)

5.1 PAN is the number of children that the Academy can accommodate. The standard number for the Academy is sixty (60) pupils in each year group, from Reception to Year 6. PAN is the number of children that the Academy can accommodate. From September 2023 Year 1 to Year 3 will be capped at 60. This number is kept under review by the Trust who feel it would be prejudicial to the education of the children at the Academy to over admit children into any Year Group. This number is kept under review by the trust who feel it would be prejudicial to the education of the children at the school to over admit children into any year group.

6. Infant class size

6.1 Infant children (aged four (4) to seven (7) are taught in classes that have a maximum number of thirty (30) children. Additional children may be admitted under exceptional circumstances. These children will remain an “excepted pupil” for the time that they are in an infant class or until the class numbers fall back to the maximum infant class size.

7. Deferring, Delaying and accelerated admission.

7.1 Deferring admission

If a parent chooses to defer admission to later in the academic year, they must discuss it with their allocated school when they accept the school place. Where a place is deferred, it cannot be given to another child, but the child must enter school by the beginning of the school term following their fifth (5th) birthday and within the school year for which the offer was made.

7.2 Delaying admission

If a child is “summer born” and parents prefer to delay admission to the following September, the child would normally be considered for admission into Year 1, rather than the Reception year. In exceptional circumstances, summer born children may be admitted to school in a different year group. This will require the admission authority to take account of the child’s individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the reception year. The views of the head teacher will be an important part of this consideration

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7.3 Accelerated admission.

There are some circumstances which mean that parents might feel that their child should start school a full academic year earlier, this is known as an accelerated admission into school, however the academy does not encourage this. In accordance with the Schools Admissions Code, all requests will be considered on the basis of the circumstances of each case, and in the best interests of the child, taking account of the child’s educational and social development.

8. Admission and Oversubscription Criteria

The Governors will admit children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) which names the academy. This will be in addition to any specific arrangements to specialist provision. Such criteria includes, but is not limited to:

- i. Children in Care ¹;
- ii. Children who are both living in the catchment area served by the academy (see Peterborough City Council website for an address list) and have a sibling²;
- iii. Children of all staff members at the school, providing that the member of staff has been employed for a minimum of two (2) years;

- iv. Other children living in the catchment area at the time of application.
- v. Children who do not live in the catchment area served by the academy, but who have a sibling of compulsory school age attending the school at the time of application.
- vi. Other children whose parents have requested a place (NB: measurements for this will be done from the Academy to the home address)³. Measurements are done using the tool Google Maps, by measuring a straight line from the Academy to the home address of the applicant.

¹Children In Care

Children in Care – Looked After Children' and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order

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

²Siblings

Are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes: brother or sister, half-brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This doesn't include children temporarily living in the same family unit - for example a looked after child in the short-term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

³Home address

The home address is the address of the parent with whom the child normally lives from Monday to Friday. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken

to be that of the main parent / carer eligible to receive Child Benefit and Child Tax Credit. As part of the admissions process a parent may be asked to provide proof of address. To ensure that offers of school places are made fairly, the Academy is committed to following strict address verification procedures. In cases of flats the priority is that of floor level i.e. ground, first, second etc., in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of a place.

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9. Late Applications

For late applications, the Local Authority will offer places in the same order of priority as above, once all the 'on time' requests have been considered.

The Academy will follow the Local Authority's co-ordinated scheme with regard to the closing date for the receipt of the admission form.

Unsuccessful applicants have the right to appeal and details of the Appeals procedure can be found on the Peterborough City Council website in the [School admissions appeals](#) section.

10. Continuing Interest Lists (The Academy deals with its own in-year admissions)

All parents who are refused a place at the Academy at any time may wish to place their child's name on a Continuing

Interest list (NB: This does not affect a parent's right of appeal). Pupils will be placed on this list in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the Academy, places will be allocated according to criteria. Time on the Continuing Interest list is not part of the criteria and has no bearing on allocation of places. Parents must contact the Academy and request that their child's name be placed on the Continuing Interest list.

Details of the in-year process can be found on the Academy website [Discovery Primary Academy - Home](#)

The Academy will write to everyone on the Continuing Interest list in the summer term, confirming that they wish to remain on the academy's list for the next academic year. If no response is received then, they will automatically be removed from the list. If they wish to go back on the list, then they must reapply to the Academy.

The Reception intake list is held by the Local Authority until the end of December in that academic year, at which point the Academy will write to everyone on the list to ask if they wish to transfer onto the Academy's In-year Continuing Interest list. If no response is received then, they will automatically be removed from the list.

10.1 In-year admissions are measured using the tool Google Maps by measuring a straight line from the Academy to the home address of the applicant.

10.2 When the academy takes over the Continued Interest list from the Local Authority the academy will re- evaluate the measurements using the tool Google Maps, catchment will be decided using the Local Authorities catchment list.

11. Review

This policy will be reviewed annually by the Governors of the Academy, in light of any changes to the Published Admission Numbers (PAN) and/or the over subscription criteria. (A full consultation may be required for some of the changes)