

The Pegasus Academy Trust



Policy for admissions 2023-24

Admissions Policy

1. Introduction

- 1.1 The Pegasus Academy Trust (PAT) was formed in April 2011 and is a company limited by guarantee (Company number 07542114) whose primary purpose, stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing schools ("the Academies") offering a broad and balanced curriculum.
- 1.2 The company is run by a Board of Directors.
- 1.3 The Directors of The Pegasus Academy Trust are the admission authority for the schools listed below.
- 1.4 The Pegasus Academy Trust is currently responsible for five schools:
 - Beulah Infant School;
 - Cypress Primary School;
 - Ecclesbourne Primary School;
 - Whitehorse Manor Infant School;
 - Whitehorse Manor Junior School.
- 1.5 Admission to each school within the Trust is run separately but to a common set of criteria set out in section '2' below.
- 1.6 The Pegasus Academy Trust has agreed to a funding agreement with the Department for Education (DfE) stating that 'the company will act in accordance with all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools'.

2. Places available

- 2.1 There are 60 places available in each year group at Beulah Infant School, 90 at Cypress Primary School, 60 at Ecclesbourne Primary School and 120 at Whitehorse Manor Infant and Juniors Schools: 90 on the Whitehorse Road site and 30 at the Brigstock Road annexe.
- 2.2 The Pegasus Academy Trust is therefore able to offer a total of 330 reception places each academic year.

3. Admission criteria

- 3.1 Staff at PAT have no influence over how places are allocated and it is the wish of the Directors that the schools run by PAT remain local schools serving the local community regardless of ability or religious belief.
- 3.2 If the number of applications for a school is higher than the number of places available, the allocations will be made in the following order. After the admission of children with an Education, Health and Care plan where a school is named on the plan, the criteria will be applied in the order in which they are set out in paragraph 3.3 below.
- 3.3 In the event that the number of applications from children in the attached infant school should exceed the number of places available in the junior school, decisions on the allocation of places will be made in accordance with the admission criteria listed below.

- 3.4 **Looked After Children** or previously Looked After Children, including those 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 (see Note 1).
- 3.5 **Infant to junior transfer:** Where applicable, priority in the allocation of Year 3 places for children transferring from infant to junior school will be given to those children in attendance at the attached infant school.
- 3.6 **Siblings:** Children with a brother or sister who will be in attendance at the school or attached Infant or Junior School at the time of enrolment of the new pupil (see Note 2).
- 3.7 **Medical:** Pupils with serious medical reasons for needing to attend a particular school within the Trust. A serious medical condition of a parent which would prevent them taking their child to school may also be relevant (see Note 3).
- 3.8 **Children of staff** at the school (see Note 4).
- 3.9 **Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5 and 6). Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils; then lots will be drawn (see Note 9).

4. Notes for clarification

- 4.1 **Note 1.** Looked after Children are children in public care at the date on which the application is made. If an application is made under the looked after criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. Previously Looked after Children are children who were looked after but ceased to be so because they were adopted or subject to a child arrangement order or a special guardianship order.
- 4.2 **Note 2.** A sibling is defined as a brother or sister, half brother or sister, step brother or sister, foster brother or sister or adopted brother or sister whose main residence is at the same address.
- 4.3 **Note 3.** The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the Trust's nominated medical advisor. The application must be supported by a letter from a hospital consultant and/or the Family's GP. "Parent" is defined as the father, mother, foster father, foster mother, legal guardian or the person who has full parental responsibility for the child. The medical needs of the parent **will only be taken into account where the school is the nearest school to the child's home**, where "Home" is defined in Note 5 and distance is defined in Note 6.
- 4.4 **Note 4.** Where the employee is any teaching or non-teaching member of staff employed by PAT. The staff member must have been employed for a continuous period of two years prior to the application date on which the child would be admitted to the school. It may also include a member of staff who is employed by PAT to fill a vacant position for which there is a demonstrable skill shortage.
- 4.5 **Note 5.** "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Trust should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.
- 4.6 **Note 6.** The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.
- 4.7 **Note 7.** Childminding factors cannot be taken into account when allocating places at PAT schools. Parents of children attending the nursery class at an infant or primary school must still apply in the usual way. These children are not guaranteed a reception class place at the school.
- 4.8 **Note 8.** Twins/triplets or other multiple births. Where a parent applies for entry into the same year group for more than one child and there are not enough places available for all the siblings then provided there is a place for at least one of the siblings then the remaining siblings will be offered places at the school.
- 4.9 **Note 9 'Tiebreaker'.** Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils; then the ultimate tiebreaker will be drawing lots.
- 4.10 **Note 10.** Child's permanent address. The child's address should be that of the child's permanent place of residence. A business address, work place address, or childminder's

address will not be accepted. A relative or carers address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility i.e. a court order must be supplied. If your child is attending a nursery class attached to an infant or primary school, you MUST still apply. There is NO automatic transfer. An application must be submitted by the closing date and your child must meet the published admissions criteria of the school to be offered a place.

- 4.11 **Note 11.** Shared custody. If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where child benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by PAT.
- 4.12 **Note 12.** Change of address. Changes of address will only be considered where PAT receives the following, independent evidence:
- letter from a solicitor confirming the exchange and completion of contract for the new place of residence or a signed tenancy agreement in the case of a rented property.

5. **Waiting lists**

- 5.1 Waiting lists will be maintained for one academic year (September to September) for over-subscribed schools. A child's position on the waiting list will be determined in accordance with the admissions criteria and will not take account of the date on which the application was made. A child's position on a waiting list can go down as well as up dependent on the application criteria of those joining the waiting list.
- 5.2 Looked after or previously looked after children who are allocated a place in a school in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

6. **Children of UK service personnel and crown servants**

- 6.1 For families of service personnel with a confirmed posting, or crown servants returning from overseas, PAT will:
- allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place
 - use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. PAT would use a Unit or quartering address as the child's home address when considering the application against our oversubscription criteria, where a parent requests this.

7. **Transfer from Infant to Junior School**

- 7.1 Priority in the allocation of Year 3 places for children transferring from infant to junior school will be given to those children in attendance at the attached infant school. In the event that the number of applications from children in the attached infant school should exceed the number of places available in the junior school, decisions on the allocation of places will be made in accordance with the admission criteria listed at paragraph 3.1 of this document. Please note that the process for junior school admissions is set out in Croydon's 'Pan London' Primary Co-ordinated Admission Scheme.

8. In-year applications and admissions

- 8.1 To apply for a place at one of the schools within The Pegasus Academy Trust outside the normal admissions' round it is necessary to complete Croydon's in-year application form, naming the school of preference. This should then be submitted to Croydon LA's Department for Primary Admissions with any supporting evidence.
- 8.2 When dealing with multiple in-year admissions if there are not sufficient places for every child who has applied for one, places are allocated on the basis of the oversubscription criteria in our determined admission arrangements only. Waiting lists are maintained for PAT by Croydon's LA Department for Primary Admissions.

8. Admission of children outside of normal age group

- 8.1 Parents and carers may request that their child is exceptionally admitted outside of their normal age group. Any request must be made in writing to the Directors of the Trust who will decide whether or not the individual child's circumstances make this appropriate on educational grounds.
- 8.2 It is the expectation of the Directors that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the Trust through an appropriately differentiated and enriched curriculum.
- 8.3 All requests to educate a child outside their normal year group should include an explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary. Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:
- a) Parents and carers' views;
 - b) Information relating to the child's academic, social and emotional development, where relevant;
 - c) Medical history and the views of a medical professional;
 - d) Any previous history of being educated outside of their normal age group;
 - e) If child may naturally have fallen into a lower age group if it were not for being born prematurely;
 - f) Views of the Heads of the School(s) concerned.

9. Appeals

- 9.1 Appeals against admission decisions for Reception places are held according to a strict timetable which applies to all Academies in Croydon in accordance with the admissions code. When these arrangements are published and current they can be found on The Pegasus Academy Trust website.

10. Monitoring and review

- 10.1 The admissions policy is the responsibility of the Directors of The Pegasus Academy Trust who are responsible for its monitoring and review.