



QUEEN VICTORIA PRIMARY SCHOOL

Admission Policy Normal Age of Entry September 2024

Policy Number:	SV Policy
Approved by:	LGB Meeting 4 th October 2023
Signed by Chair of Governors:	
Dated:	
Next review due date:	March 2024



**STOUR VALE
ACADEMY
TRUST**

ADMISSIONS POLICY

(NORMAL AGE OF ENTRY – SEPTEMBER 2024)

VERSION / DATE	VERSION 1.0 MARCH 2023
NEXT VERSION DUE BY	MARCH 2024

Contents

1. Introduction	3
2. Aims.....	3
3. Legislation and statutory requirements	3
4. Definitions.....	3
5. How to apply.....	4
6. Requests for admission outside the normal age group.....	4
7. Allocation of places	5
8. Children below compulsory school age.....	5
9. Challenging behaviour.....	5
10. Fair Access Protocol.....	6
11. In-year admissions.....	6
12. Appeals.....	6
13. Monitoring arrangements.....	6
14. Admission arrangements for each member school within Stour Vale Academy Trust.....	7

1. Introduction

This policy relates to applications for admission to member schools within Stour Vale Academy Trust (the admissions authority). The member schools are:

- Moat Farm Junior School
- Newtown Primary School
- Northfield Road Primary School
- Oldbury Academy
- Olive Hill Primary School
- Queen Victoria Primary School
- Redhill School
- Ridgewood High School
- The Earls High School

Stour Vale Academy Trust is responsible for determining the member schools' admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with this policy.

2. Aims

Through our admissions policy we aim to:

1. explain how to apply for a place at a member school within Stour Vale Academy Trust;
2. set out the arrangements for allocating places to the pupils who apply to member schools within Stour Vale Academy Trust; and
3. explain how to appeal against a decision not to offer your child a place.

3. Legislation and statutory requirements

Our admissions policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy trust, our member schools are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

4. Definitions

Normal admissions round: the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children: children who, at the time of making an application to a school, are:

- in the care of a local authority, or
- being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked-after children: children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- became subject to a child arrangements order, or
- became subject to a special guardianship order.

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Compulsory school age: a child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

5. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

Supplementary application forms are not required for admission to member schools within Stour Vale Academy Trust.

You will receive an offer for a school place directly from your local authority.

Please note that pupils already attending a nursery at a member school will not transfer automatically into the main school. A separate application must be made for a place in reception.

Please note further that pupils will not transfer automatically into Moat Farm Junior School if they currently attend the linked infant school, Moat Farm Infant School. A separate application must be made for a place.

6. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned.

In accordance with the School Admissions Code, this will include taking account of:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;

- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and
- the headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

7. Allocation of places

Please refer to the admissions arrangements for each member school within Stour Vale for the following information (*section 14 of this policy*):

- Admission number
- Oversubscription criteria
- Tie-break
- Waiting lists
- Late applications
- Repeat applications

8. Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

9. Challenging behaviour

We will not refuse to admit to any member school within Stour Vale a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the

child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with Education, Health and Care plans (EHCPs) where the school is named in the EHCP as the most appropriate to meet the child's individual needs.

10. Fair Access Protocol

Member schools within Stour Vale participate in the relevant local authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

11. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHCPs name the school as the most appropriate to meet their individual needs, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are coordinated by the local authority in whose area the member school is located.

12. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about how to appeal against the decision and about the process for hearing appeals.

The appeals timetable for each member school within Stour Vale will be published on their website by 28 February 2023 (*see section 14 of this policy*).

13. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to comply with mandatory requirements), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on admission arrangements for each member school within Stour Vale at least once every seven years.

14. Admission arrangements for each member school within Stour Vale Academy Trust

The detailed admissions arrangements for each member school within Stour Vale can be found on their website:

[Moat Farm Junior School](#)

[Newtown Primary School](#)

[Northfield Road Primary School](#)

[Oldbury Academy](#)

[Olive Hill Primary School](#)

[Queen Victoria Primary School](#)

[Redhill School](#)

[Ridgewood High School](#)

[The Earls High School](#)

