

JOHN TAYLOR MULTI ACADEMY TRUST



2024/25 Admission Arrangements for Academies in John Taylor MAT

Policy Owner:	M Donoghue
Reviewed on:	June 2023
Next review date:	June 2024

In Academies that are in John Taylor MAT decisions on admissions are delegated by the Trust Board to the Local Governing Body of the individual academies

The PAN for JTMAT academies is published in school specific admissions arrangements on their websites.

Admissions for Infant and Primary Schools in John Taylor MAT

Admissions Arrangements for Designated Nursery Provision:

As a result of national policy changes and the enhanced package of early educational entitlements now available to parents John Taylor MAT Academies admit children from the first term after their 3rd birthday for a funded place, which ensures flexibility.

In relation to Designated Nursery provision the Trust Board of John Taylor MAT has

- agreed its own admission arrangements for its nurseries
- set its own oversubscription criteria, in line with the Equalities Act 2010
- introduced its own application process; an application form and closing dates can be obtained from each individual Academy

There are three termly points of entry to John Taylor MAT's nurseries. The deadline for applications is 4pm on the Friday that the Academy finishes for the half term holiday, in the term prior to admission. Parents will be notified of the result of their application within four weeks of that closing date.

Designated Nursery Provision

Parents should contact the relevant Academy to determine the nursery provision in that Academy.

It is the Trust's policy to try and meet parents' wishes where possible. However in some cases there may be more applications for a particular setting than there are places. Admission to these settings is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission to a nursery age setting exceeds the number of available places, then the following order of priority will be used, by the Local Governing Body, to allocate the available places.

- 1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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
- 2) Children who have an elder brother or sister in attendance at the preferred Academy and who will still be attending the Academy at the time of 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 parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

- 3) Children living within the defined catchment or cluster area of the preferred setting. Cluster areas for nursery age settings will sometimes, but not always, correspond to the catchment area for the main Academy.
- 4) Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Governing Body will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area or cluster area children cannot be accommodated at a John Taylor MAT Academy, children who are resident within the catchment or cluster area will be arranged in order of priority according to the remaining criteria.

Additional Notes

Copies of cluster and catchment area maps are available from the individual John Taylor MAT Academies.

There is no charge or cost related to the admission of a child to a John Taylor MAT Academy. Applications for John Taylor MAT nursery settings are processed by the individual Academy.

Attendance at a particular nursery setting will not guarantee admission to the Reception Class in that Academy, although this is not the case for some children in receipt of Pupil Premium funding (see individual school's arrangements on their websites).

Parents must make a separate application to the Academy for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Governing Body will not seek to obtain this information on behalf of the applicant.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Governing Body immediately

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places, then that place is likely to be withdrawn.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Local Governing Body is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified by a person/s nominated by the Trust Board.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. Children will remain on the waiting until the end of May half term of the academic year in which they turn four.

Inclusion on a John Taylor MAT Academy's waiting list does not mean that a place will eventually become available at the preferred Academy.

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 since each added child will require the list to be ranked again in line with the oversubscription criteria.

There is no statutory right of appeal for admission to a John Taylor MAT nursery setting. Any disputes over the administration of the policy will be dealt with by John Taylor MAT's complaints procedure.

Admission Arrangements for Infant and Primary Schools in John Taylor MAT.

Normal Age of Entry

Infant and Primary Schools

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

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

It is the Trust's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular Academy in John Taylor MAT than there are places available. Admissions to oversubscribed John Taylor MAT Academies are determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission to a John Taylor MAT Academy exceeds the Academy's Published Admission Number (PAN), an order of priority is used by the Local Governing Body to allocate the available places. Applicants should view the admissions arrangements published on school's websites.

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

Additional Notes

Copies of school catchment area maps are available from the Local Authority or individual John Taylor MAT academies.

There is no charge or cost related to the admission of a child to a John Taylor MAT Academy. Admissions are administered through a coordinated admission scheme and preferences for maintained schools will be processed centrally by the School Admissions and Transport Service. Each child will receive only one offer of a place at a Staffordshire school.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Trust will not seek to obtain this information on behalf of the applicant.

John Taylor MAT Academies that have purchased a service level agreement with the local authority use the Local Authority Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the Academy. The coordinates of an applicant's

home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data. Those Academies that have not purchased the SLA with the local authority use Google maps.

The requirement to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the John Taylor MAT Academy will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Local Governing Body is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places, then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Deferred Entry to Reception Class

Parents may decide to defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. In addition, 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.

Before deciding whether to defer their child's entry to school, parents should visit their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the academy.

Admission Outside of the Normal Age Group

Parents may wish to apply for their child's admission to school outside of their normal age group. In addition, parents of summer born children who choose not to send their child to school until the September following their fifth birthday may request that they are admitted outside of their normal age group to reception rather than Year 1.

Any such parents will need to make an application alongside children applying at the normal age explaining why they consider it to be in the child's best interest to be admitted outside of their normal age, this may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is

agreed will be made by the Local Governing Body. They will take into account the circumstances of the case, including the parent's views and information provided; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of any medical professionals; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely as well as views of the Headteacher/Head of School of that Academy. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2 and parents will be written to each year to ask whether or not they wish their child's details to remain on the list.

For all other cases, Waiting Lists will be kept until the 31st December.

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 since each added child will require the list to be ranked again in line with the oversubscription criteria. It is ranked purely on eligibility for a place not length of time on the list.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

"In-Year Transfer" Arrangements

Parents or carers seeking to transfer to a particular Academy may make an application using the appropriate application form, which can be obtained from the Academy. In year applications for school places will be responded to within a maximum of 15 school days. However our schools, where possible, would envisage processing applications more swiftly. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school may be after the

next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

In the interests of safeguarding it is John Taylor MAT procedure to inform the Local Authority that a pupil has left that John Taylor MAT academy in order to attend another school in the UK or abroad.

Admission Arrangements for Secondary Schools in John Taylor MAT

Normal Age of Entry

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 Trust'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 John Taylor MAT Academies is determined by the oversubscription criteria published on the specific school's website.

Oversubscription Criteria

If the total number of preferences for admission to a John Taylor MAT Academy exceeds the Academy's Published Admission Number (PAN), the order of priority is used to allocate the available places. This can be found on the school's website in the section referring to admissions.

Where it is not possible to accommodate all children applying for places within a particular category then the available places will be allocated 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.

Additional Notes

Copies of school catchment area maps are available from the Local Authority or individual JOHN TAYLOR MAT Academies.

There is no charge or cost related to the admission of a child to a John Taylor MAT Academy.

Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the School Admissions and Transport Service of the local authority within which the child resides. Each pupil will receive one offer of a place at a maintained school.

In accordance with legislation, children who have an Education, Health and Care Plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Governing Body will not seek to obtain this information on behalf of the applicant.

The Local Governing Body uses the Local Authority's Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Local Governing Body is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until the end of the autumn term of admission by the local authority

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 since each added child will require the list to be ranked again in line with the oversubscription criteria. It is ranked purely on eligibility for a place not length of time on the list.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Admission Outside of the Normal Age Group

Parents may wish to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

Any such parents will need to make an application alongside children applying at the normal age explaining why they consider it to be in the child's best interest to be admitted outside of their normal age, this may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is agreed will be made by the Local Governing Body. They will take into account the circumstances of the case, including the parent's views and information provided; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of any medical professionals; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely as well as views of the Headteacher/Head of School of that Academy. Parents do not have the right to insist that their child is admitted to a particular year group.

Sixth Form Admission Arrangements

Applications for admission to the Sixth Form will be dealt with by the Academy in accordance with the Trust's published admission arrangements. Individual Academies will provide detailed information on the admission policy including minimum entry requirements for particular courses on request.

Children already in the Academy will not be required to apply formally for places in Year 12 but should have reached the minimum entry qualifications for admission into the sixth form, details of which are included in the published admission arrangements.

External applicants will not be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.

Any applicant refused a place in year 12 is entitled to make an appeal to an independent appeal panel whether the child is already attending the Academy or is an external candidate. Minimum entry requirements are the same for internal and external applicants

Schools must not interview children or their families for entry to Year 12, although meetings can be held to provide advice on options and entry requirements for particular courses. Entry must not be dependent on attendance, behaviour record or perceptions of attitude or motivation.

"In-Year Admissions" Arrangements

Unless for a child in the first term of Year 7, where applications are made via the local authority, Parents or carers seeking to be admitted to a John Taylor MAT Academy may make an application directly to the preferred Academy using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that in the case of transfers between local schools, any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

In the interests of safeguarding it is John Taylor MAT procedure to inform the Local Authority that a pupil has left that John Taylor MAT academy in order to attend another school in the UK or abroad.