



Glenleigh Park Primary Academy

"Growth, Perseverance, Positivity, Achievement"

Admissions Arrangements

GLENLEIGH PARK PRIMARY ACADEMY

ADMISSIONS ARRANGEMENTS 2024-25

Admission Numbers

1 – Nursery

Glenleigh Park Ducklings Nursery has an admission number of 46 places for two, three and four years olds.

2 – Academy

The Academy has an admission number of 60 places in Reception.

The Academy will admit a maximum of 60 pupils to Reception. Where fewer than 60 applications are received, the Academy will offer places to all those who have applied.

Oversubscription Criteria

1 – Nursery

Where the number of applications for admission is greater than the published admission number, applications for the Nursery will be considered against the criteria set out below, in priority order. In both criteria children of multiple births (twins, triplets etc) will have priority:-

- 1) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister) living with them at the same address and who is already at the Nursery or the Academy. Proof of the sibling relationship will be required.
- 2) The remaining places will be offered to children who live closest to the Nursery. The child living closest to the Nursery will be given priority for admission. Distance is measured from the child's home to the front gates of the Academy in a straight line. Proof of residence will be required (council tax bill, utility bill).

Nursery provision is non statutory education and so there is no right of appeal to an independent appeal panel if refused admission. If the applicant feels an error has been made in refusing admission he or she can ask the Academy to review the decision.

2 – Academy

Where the Academy is oversubscribed, after the admission of pupils with Educational Health & Care Plans where the Academy is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- (1) Looked after children in England, previously looked after children in England and children who appear to have been in state care outside of England¹

¹ A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with

- (2) Children who have siblings at the Academy
- (3) Other children.

For the purposes of this policy a "sibling" is a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy. Proof of the sibling relationship will be required.

If in categories 2 or 3 above a tie-break is necessary to determine which child is admitted, the child living closest to the Academy will be given priority of admission. Distance is measured from the child's home to the front gates of the Academy in a straight line. Proof of residence will be required, (council tax bill, utility bill).

Random allocation will be used as a tie-break in categories 2-3 above 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.

Application Process

1 – Nursery

Applications for a place at the Nursery can be made via the Academy office.

2 - Academy

Applications for a place in Reception must be made via East Sussex County Council. Further details can be found here:

<https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/>

Parents of children in the Nursery will need to apply for a place in Reception. Please note that Nursery children are not automatically allocated a place in Reception.

In-year admissions

accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England (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), but ceased to be so as a result of being adopted.

Applications in this category must be accompanied by supporting evidence, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption or special guardianship order, and/or satisfactory documentary evidence of having been in state care outside of England (as defined above), to be received by the application deadline in the normal admission round

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 EHC plans name the school 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 listed above. 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 should be made via East Sussex County Council. Please see this website for further information.

<https://new.eastsussex.gov.uk/education-learning/schools/admissions/apply-in-year>

Admissions to the Academy outside of the normal age group and summer born children

Where a child has been offered a place in the Reception class at the Academy that child is entitled to a full-time place in the September following their fourth birthday.

Parents can delay the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age² and not beyond the beginning of the final term of the school year for which the offer was made.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child³ may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents should contact the Academy Headteacher to discuss admission outside of a child's normal age group. Decisions regarding admissions outside of a child's normal age group will be made based on the circumstances of each case and in the best interests of the child, taking into account the views of the headteacher and any supporting evidence provided by the parent.

PART D – Waiting lists

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the academic year has commenced. This will be

² A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August

³ Summer born children are those born between 1 April and 31 August

maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

PART E – Appeals

Where the Academy is unable to offer a place because the Academy is over subscribed, parents have the right to appeal to an independent admission appeal panel. Appeals are handled by East Sussex County Council. Please check this website for further information

<https://new.eastsussex.gov.uk/education-learning/schools/admissions/completed/appeals-guide>