



PRINCE REGENT
S T R E E T T R U S T

Admissions Policy

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Statement of intent

At **Prince Regent Street Trust**, we welcome all pupils, and places at our schools are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out which Local Authority (LA) is the admission authority for each of our schools.

School	Who is the LA?	Local Authority Admissions information
Barley Fields Primary School	Stockton Local Authority	https://www.stockton.gov.uk/school-admissions
Hartburn Primary School		
Village Primary School		
Wolviston Primary School		
Kader Academy	Middlesbrough Local Authority	https://www.middlesbrough.gov.uk/schools-and-education/school-admissions/

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

Roles and responsibilities

The Local Authority is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.
- Notifying the LA of any in-year admissions and their outcomes.

The local governing board in each school is responsible for:

- Liaising with the LA where relevant regarding admitting pupils to the school.
- Working with the LA when determining the school's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.

- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

Admissions arrangements

The published admissions number (PAN)

The number of places available is determined by the capacity of the school. The current PAN for each school is:

School	PAN for September 2025
Barley Fields Primary School	90
Hartburn Primary School	90
Village Primary School	30
Wolviston Primary School	15
Kader Academy	60

The LA will consult with the governing board where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the Schools Adjudicator, where appropriate.

The governing board will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

Oversubscription criteria

Each LA is responsible for determining admissions arrangements for the schools. The oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

Oversubscription Criteria for schools in Stockton Local Authority: [Appendix A](#)

Oversubscription Criteria for schools in Middlesbrough Local Authority: [Appendix B](#)

In the event that there are more applicants than available places, the LA will apply the oversubscription criteria, in order of priority given.

Catchment areas

Information on each school's catchment area / admission zone is available from the school office or from the LA – see admissions link above.

Equal opportunities

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

Admissions procedures

The schools will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

Consultation, determination and publication

Consultation

The LA will consult with the governing board on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The LA will consult with the governing board on admissions arrangements at least once every seven years, even if no changes have been made in that time.

Determination and publication of admissions arrangements

The schools will publish a link to the LA's full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on its website. The

governing board will address any complaints about the proposed admissions arrangements to the School's Adjudicator.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

A link to the finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

Applications and offers

Applications

Parents will be provided with a common application form (CAF) where they will note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met. The LA will request supplementary information for the purpose of processing applications where necessary.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day, where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the LA will rank applications in accordance with its determined arrangements, and the qualifying scheme will ensure that only one offer will be made per child by the LA.

An offer will only be withdrawn if it has been made in error, a parent has not responded within the stated number of days, or if the offer was made via a fraudulent or misleading application.

The Headteacher will assist the LA with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

A school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of each school's SEND provision can be found in their Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report – see school website.

In-year admissions

The schools will follow the same process for in-year admissions as for admissions at the start of the academic year.

The schools will publish a link to the LA's in-year admissions arrangements on the school website by 31 August each year.

Where a school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The schools will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the LA.

The school will provide the LA with details of the number of places available, or any supporting evidence following the request of such information from the LA.

Waiting lists

For admissions at the start of the academic year, the schools will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The LA will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

Admissions appeals

In circumstances where a school place is refused, parents, and in some circumstances their children, will have the right to appeal against an LA's decision to refuse admission.

Where this is the case, the LA will establish an independent appeals panel to hear the appeal. The appeal panel will perform its judicial function in a transparent, accessible, independent and impartial manner, and operate according to principles of natural justice.

The LA and appeal panel will ensure that it acts in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

The local governing board will be aware of and, where relevant, assist the LA with the admissions appeals procedure.

Timetable

The LA will set a timetable for organising and hearing appeals that:

- Includes a deadline for lodging appeals which allows appellants at least **20 school days** from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
- Ensures that appellants receive at least **10 school days'** notice of their appeal hearing.
- Includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties.
- Ensures that decision letters are sent within **5 school days** of the hearing wherever possible.

The LA will publish the appeals timetable on their website by **28 February each year**.

For more information on the Appeals Procedure in each Local Authority, see admissions links above.

Monitoring and review

This policy will be reviewed by the annually. Any changes to this policy will be communicated to all staff and other interested parties.

Appendix A

Admission Policy for September 2025 for Primary and Secondary Community and Voluntary Controlled (VC) School in Stockton-on –Tees

All governing bodies are required by Section 37 of the Children and Families Act 2014 to admit to the school a child with an Education, Health and Care (EHC) Plan that names the school. **This is not an oversubscription criterion.** This relates only to children who have undergone statutory assessment and for whom a final EHC Plan has been issued.

Where there are more applications for a school than there are places available, places will be allocated in order using the oversubscription criteria below:

CRITERIA (In priority order)	EXPLANATORY NOTES
<p>1. Looked after children¹ and all 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 adopted². Previously looked after children are children who were looked after but ceased to be so because they were adopted³ (or became subject to a child arrangements order⁴ or special guardianship order⁵).</p>	<p>¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>²A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.</p> <p>³This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).</p> <p>⁴Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.</p> <p>⁵See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</p>
<p>2. Pupils with a Special Education Need who are going through a statutory assessment and who have been identified as needing a 'named' mainstream school.</p>	<p>This applies to those children who have a Special Education Need, who are going through a statutory assessment and have been identified as in need of a 'named' mainstream school that can offer the enhanced support and resources they require to meet their specific SEN.</p>

<p>3. Pupils who have a brother or sister permanently living at the same address, who are still at the school when the pupil begins. Please note – this only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school (Primary applications only)</p>	<p><u>We define brother or sister as follows:</u></p> <ul style="list-style-type: none"> • A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are permanently living at the same address as a family unit. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children. • We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional social or medical reasons. This does not include separate families living together in the same property. • If there are other family situations where there are different carers, e.g., aunts, uncles or grandparents, each case will be considered individually.
<p>4. Pupils permanently resident i.e., the address at which the child is registered for child benefit, who expresses a preference for that school (proof of address may be required) within the admission zone who have returned a Common Application Form by the closing date (31st October for Secondary applications and 15th January for Primary applications).</p>	<p>When a school is oversubscribed with in-zone applications i.e., there are more applications from children living in the admission zone of the school than there are places available, we will allocate places:</p> <ul style="list-style-type: none"> • to children permanently living in the admission zone (Criterion 4) according to their distance from the school measured in a straight line “as the crow flies” (Criterion 5).
<p>5. Pupils who live closest to a particular school measured in a straight line “as the crow flies”.</p>	<p>The LA uses a Geographic Information System, known as GIS, to identify and measure the distance from the central point of the home to the central point of the school. The distance is measured electronically from the central point of the school taken from the council maintained Local Land and Property Gazetteer, LLPG, (the same point for all applications) to the central point of the home (including flats) also taken from the LLPG. The GIS undertakes all measures in the same way for every applicant, to ensure consistency and fairness.</p>

The oversubscription criteria will be available on our website in September for parents for admission in September 2025.

N.B. please note for primary schools, attendance at a school nursery does not guarantee a place in the reception class of that school.

Appendix B

MIDDLESBROUGH LOCAL AUTHORITY SCHOOL ADMISSIONS ARRANGEMENTS 2025/26

Oversubscription Criteria for Community Schools

Where more parents/guardians have expressed a preference for a particular school than the admission number, the LA must apply its oversubscription criteria in deciding which parents/guardians' preferences can be met. After the admission of pupils with an Education, Health and Care Plan where a particular school is named in the Plan, the remaining places will be awarded in the following priority order:

1. Children who are a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order¹ including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). See Note 1.
 2. Pupils permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required). (See Child's Home Address section).
 3. Pupils who will have a brother and/or stepbrother and/or sister and/or stepsister or the child of the parent/guardian's partner living at the same address attending the school in the September of admission. See Note 2.
 4. Pupils with exceptional social and/or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application). The supporting letter should detail why the school(s) applied for is/are the only one(s) that can accommodate the child. See Note 3.
 5. Pupils who reside closest to the school as determined by a straight-line distance measurement; from the address point for the child's home to the identified main school gate, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
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When distinguishing between pupils within the same criteria the pupil with the highest second criteria will be admitted i.e. a pupil living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criterion than a pupil who lives in the admission zone but does not have a brother or sister attending the school. Should it not be possible to separate two or more applications, for example two applicants who live at an equal distance from the school, the Local Authority's computerised system will use random selection.

¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 1: Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved. If relevant evidence is not provided the child cannot be considered under this criterion.

Note 2: For consideration under the sibling criteria, the sibling must still attend the school at the time when the child for whom the place is sought joins the school. This criterion only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

Note 3: Full details must be submitted at the time of application. If you have any concerns or need any guidance about what might be classed as exceptional social or medical reasons, or what evidence may be submitted, please contact the Admissions Team to discuss the matter in confidence before you submit your application. Applications submitted with evidence appertaining to exceptional social and or medical reasons may be shared with and discussed at an admissions panel meeting which can include professionals such as a doctor, educational psychologist, social worker etc who will give opinions and make decisions on whether the application fits the criteria.