



Stifford Clays
Primary School

Admissions Arrangements for 2028-29

**This policy was approved by Trustees on
5th August 2026.**

Chair of Trustees

Statement of intent

At Stifford Clays Primary School, we welcome all pupils, and places at the school 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.

Stifford Clays Primary School aim to create a secure and caring environment in which children can experience success and achieve their full potential within a broad and balanced curriculum. The value of personal, social and moral development is implicit in all that we do.

The table below sets out who the admission authority is and other responsible bodies in our school

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	South West Essex Community Education Trust	Schools Adjudicator	South West Essex Community Education Trust

2. Legal Framework

1. 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 (Department for Education) (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'

2. 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

3. Roles and Responsibilities

1. The Trust Board is responsible for:

1. Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
2. Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
3. Ensuring that oversubscription criteria does not discriminate against any child
4. Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear, and objective.
5. Publishing the admissions arrangements on the Academy website, including the oversubscription criteria.
6. Publicly consulting on any proposed changes to the admissions arrangements.
7. Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
8. Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

2. The Schools Adjudicator is responsible for:

1. Acting in line with the relevant legislation and guidance pertaining to admissions.
2. Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority because of these concerns and objections.
3. Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

3. The appeals clerk (provided by Thurrock Council Admissions) is responsible for:

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

4. The Head Teacher is responsible for:

1. Liaising with the Trust Board where relevant regarding admitting pupils to the school.
2. Working with the Trust Board when determining the school's capacity.
3. Ensuring that the Trust Board has all the information it needs to set admissions arrangements and participate in Local Authority (LA) coordination schemes.
4. Planning for pupils admitted through in-year admissions to start as soon as possible.

4. Published Admissions Number (PAN)

1. The Trust Board will determine PANs for each school within the Trust that educates a relevant age group. The PAN for entry into year reception at Stifford Clays Primary School is 60
2. The Trust Board will publish the Academy's PAN annually. The Trust Board will notify the LA of any increases to the agreed PANs and will reference the changes on the Academy's website. The Trust Board will consult on any proposal to decrease the Academy's PAN.
3. If the Trust Board decides that it can accept more pupils than laid out in its PAN, it will notify the LA in suitable time so that the LA can deliver its coordination responsibilities effectively.

4. In line with statutory requirements, the Trust Board will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN; however, the Trust Board may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources.
5. All pupils who have an EHCP (Education, Health, and Care Plan) that names the Academy will be provided with a place.

5. Oversubscription Criteria

5. The Trust Board will aim to ensure that 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.
6. If there are more applicants than available places, the Trust Board will apply the following oversubscription criteria. The order of priority will be:

1. Children who are looked after or are a previously looked after child;
2. Social and Medical Reasons

If you feel that there are social and/or medical reasons as to why your child should have a priority admission to Stifford Clays Primary School, please write a supporting letter to your application, supported by evidence such as a letter from a doctor or social worker, and send it to Thurrock Council Admissions who will then forward it to the Academy for consideration.

3. Children whose home address is within the Catchment Area of the Academy, with priority for admission in the following order:
 - a) Pupils who have a sibling attending the Academy at the date of admission
 - b) Pupils that live nearest to the Academy by distance.
4. Other children, including those outside the Catchment Area of the Academy, with priority for admission in the following order:
 - a. Pupils who have a sibling attending the Academy at the date of admission
 - b. Pupils that live nearest to the Academy by distance.

6. Definitions

1. A 'looked after child' is a child 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.
2. A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
3. The 'catchment area' is set out in the shaded area on the attached map.
4. 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
5. The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process. The address on the application must be your child's permanent place of residence, not a business, relative, or carer/childminder's address. You may not use a temporarily rented address to secure a school place for your child.
6. 'Distance' means the distance drawn in a straight line between the centre point of the home address to the centre point of the Academy.

7. Tie Breaker

1. Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, distance to the Academy will be used. Distance is measured between the child's front door and the Academy's main gate, measured in a straight line and using a digital mapping system. Where there are two or more applicants in a criterion who have equal priority for admission and the home addresses are the same distance from the Academy, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.
2. If the final place allocated is to a family with twins or multiple births, the Academy will offer a place to the additional students.

8. Applying for a Year Group Outside of Chronological Age Group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to Admissions@SWECET.org at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on

the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

9. Equal Opportunities

1. The Academy will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the Academy will make reasonable adjustments for disabled applicants or disabled parents.
2. The Trust Board will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not discriminate against disabled applicants or exclude a greater proportion of pupils with protected characteristics, unless the Trust Board can justify how this is a proportionate means of achieving a legitimate aim.
3. The Academy may assess its ability to cater to the applicant's needs by:
 1. Inviting the applicant to attend the Academy.
 2. Visiting the applicant's home.
 3. Visiting the applicant's current education provision.

10. Consultation

1. The Trust Board will consult 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 Trust Board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.
2. The Trust Board will consult with the following:
 - a) Parents of children between the ages of two and eighteen;
 - b) Stakeholders;
 - c) Other admission authorities within the relevant area; and
 - d) Any LAs in which pupils have historically come from.

11. In-year Applications

3. Details on how to apply for place outside of the normal admissions round can be found on the Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

4. The Trust Board will publish in-year arrangements on the Academy website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for an Academy place, including whether the Trust Board will handle applications or whether the LA will accept these applications on its behalf.
5. Where the Academy 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.
6. The published in-year admissions arrangements will also provide a suitable application form for parents to complete, including a supplementary information form, where necessary, and set out when parents will be notified of the outcome of their application and details about the right to appeal.
7. The Academy 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 process outlined below.
8. The LA will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. Where an offer is accepted, the Academy will plan for the pupil to start as soon as reasonably practicable.

12. Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

1. Where a parent has not responded to the offer of a place, even after chasing;
2. Where fraudulent or intentionally misleading information is used as part of the application; or
3. Where the offer has been made in error.

13. Waiting List

- a. For admissions at the start of the academic year, the LA will operate a waiting list until at least the 31 December in the admission year. 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.

- b. 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.
- c. 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.
- d. If a child on the waiting list is offered a position at the school, the parents will be notified and will have the option of accepting or rejecting the place within 7 days.

14. Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

15. Monitoring and review

- a. This policy will be reviewed by the trust board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.
- b. The next scheduled review date for this policy is December 2026.