Berkswich CE Primary School			
Reference Number S1a	**Shared with Staff** October 2026	**Ratified by Governing Board** October 2026	**Review Date** January 2027
Policy Title	**Admissions Policy** (for Nursery Admissions, please see separate policy)		

Berkswich CE School is shaped by a distinctive Christian ethos, which is at the heart of all that we do. Inspired by Jesus' words in John 10:10, *"I have come that they may have life, and have it to the full,"* we seek to provide an environment where every child can thrive: socially, emotionally, spiritually and academically.

We warmly welcome families from all backgrounds. Our school's vision and values are Biblically rooted; children are encouraged to grow into their fullest potential. We are an inclusive and nurturing community. We sincerely hope that families will support, respect and gain from, the Christian distinctiveness of our school.

Berkswich CE School values its strong links with local churches and the wider Diocese, which help us to continue growing as a life-giving, faith-filled community.

Berkswich CE Primary School Governing Board applies the regulations on admissions fairly and equally to all those who wish to attend Berkswich CE (Voluntary Controlled) Primary School. We work on the principle that any parent accessing our admissions arrangements will be able to understand easily how places for Berkswich CE Primary will be allocated.

As a maintained school, our admissions authority is Staffordshire County Council. The table below sets out the responsibilities of the Local Authority (LA) and other responsibilities 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?
Voluntary controlled school	Staffordshire County Council (SCC)	Staffordshire County Council Adjudicator	Local Authority

Legal Framework

This policy follows the guidance from Staffordshire County Council and 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 (2022) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEND Information Report

Please note that Staffordshire County Council-set dates must always be checked via: https://www.staffordshire.gov.uk/schools-and-learning/school-admissions as these are subject to change.

Roles and responsibilities

The LA 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.

The governing board 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, so that every child is welcomed and can flourish.

- Notifying the LA of any in-year applications and their outcomes.
- 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

If the number of applications for admission to a school exceeds the school's published admissions number (PAN) then the available places for the school are allocated in strict accordance with its oversubscription criteria.

- Previous arrangements (September 2026 admission): https://www.staffordshire.gov.uk/schools-and-learning/school-admissions/maintained-schools-admission-arrangements/admissions-normal
- Current arrangements (September 2027 admission): https://www.staffordshire.gov.uk/schools-and-learning/school-admissions/maintained-schools-admission-arrangements/admissions-1

All LA admission arrangements, including the consultation on 2028/2029, can be found at: https://www.staffordshire.gov.uk/schools-and-learning/school-admissions/admission-arrangements

The PAN

The number of places available in Reception each year is the school's Published Admission Number (PAN), which is set by the LA having regard to the capacity of the school. Our PAN for is thirty pupils (see https://www.staffordshire.gov.uk/schools-and-learning/school-

admissions/maintained-schools-published-admission-numbers/maintained-0). Infant classes (ages five to seven) must not legally exceed thirty pupils per teacher. There are only very limited circumstances that allow infant aged children to be taught in classes of more than thirty and a list of 'permitted exceptions' can be obtained from the Local Authority.

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.

Admissions at normal age of entry: academic year 2027-2028

The normal point of entry for admission to Berkswich CE is Reception where full time places will be available in September of the academic year in which the child becomes five years old.

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.

In accordance with legislation, children who have an education, health and care plan (EHCP) that names the school as being the most appropriate to meet the child's needs must be admitted to the school. The school will admit a child unless, despite our best efforts to make reasonable adjustments to promote inclusion, we conclude that the school cannot meet the child's needs in relation to one or three statutory exceptions.

The three statutory exceptions come from section 39(4) of the Children and Families Act 2014 (the LA must name the requested school unless):

1. Unsuitable: the school is unsuitable for the child's age, ability or aptitude, or for their special educational needs.
2. Incompatible with the efficient education of others: the child's attendance would be incompatible with providing efficient education for the other children there.
3. Incompatible with the efficient use of resources: the child's attendance would be incompatible with the efficient use of resources.

The second and third apply only if there are no reasonable steps the LA or school could take to prevent that incompatibility.

Oversubscription criteria for 2027-2028

It is the county council'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.

The LA is responsible for determining admissions arrangements for the school. The oversubscription criteria is 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.

In the event that there are more applicants than available places, the LA has applied the following oversubscription criteria, in order of priority given:

The oversubscription criteria for Berkswich CE, as a Voluntary Controlled school, set by the LA are as follows:

If the total number of preferences for admission to a school exceeds the school's published admission number (PAN), the following order of priority will be used 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 have been in state care outside of England and ceased to be in state care as a result of being adopted *see additional note * below.*

2) Children whose current exceptional circumstances satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds which requires regular and sustained medical treatment or by other extreme exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate and be relevant to the preferred school and the individual child, i.e. the exceptional circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a recent professional's report (obtained by the applicant and provided when the application is submitted), e.g. social worker. This report must clearly explain why the child's circumstances are exceptional and why it is considered best that they attend the preferred school rather than any other school.

and

Test 2: the child will suffer hardship if they were unable to attend the preferred school rather than any other school.

Hardship means severe suffering of any kind, not merely difficulty, inconvenience or mild to moderate emotional distress, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information (which may be

included within the professional's report) detailing both the type and severity of any likely hardship at the time of application.

3) Children who have an elder sibling in attendance at the preferred school (or in the case of an infants school, the affiliated junior school) and who will still be attending the school at the proposed admission date; (For the application to be prioritised under this criteria the children must be living at the same home address for the majority of the school week and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children whose home address is located within the catchment area of the preferred school. *see additional notes ** below*

5) Children whose parents regularly attend a Church of England church, or a church in communion with the Church of England, or of a church which is affiliated to the Churches Together in Britain and Ireland or the Evangelical Alliance. Evidence of such attendance will be required in the form of a letter from a minister of the churches concerned (*Only certain voluntary controlled schools use this criterion, see additional notes *** below).* Regular attendance is defined as attendance at a church service (or an explicitly defined church activity) on a Sunday or weekday on at least two occasions per month for at least two years. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, or the person has been unable to partake in such activities due to health restrictions, the requirement in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship and/or the person was able to partake in such activities

6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system. *see additional notes **** below*

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places 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 criteria 5) followed by those children resident within the catchment area arranged in order of criteria 6).

If we cannot distinguish between applicants using the criteria listed, e.g. 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 by an officer outside of the School Admissions Service.

Additional notes

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

*Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see 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 Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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.

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).

**Copies of school catchment area maps are available from the local authority or individual schools. www.staffordshire.gov.uk/Education/Admissions-primary/Catchment-areas.aspx

***Category 5 is relevant and will be applied in respect of Berkswich CE (VC) Primary, Stafford.

****The local authority uses a 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 are determined and provided by OS Address Base Premium files.

Attendance at particular nursery or infant schools will not prioritise admission to any particular primary or junior schools. Even where children are attending infant or nursery schools attached to particular schools, parents must make a separate application for admission to primary or junior school at the appropriate time.

The requirement for the local authority 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 thirty pupils. However, as an exception, the local authority will give careful consideration to offering places above the published admission number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Admissions for the normal age of entry are administered through a coordinated admission scheme and preferences for maintained schools will be processed centrally by the School Admissions and Transport Service. The aim of the scheme is to ensure that each child will receive only one offer of a place at a maintained school on a prescribed date.

If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult them before applying and expressing a preference for a school. Where more than one parent applies for a child, or where there is a parent not in agreement with the preferences, the Local Authority and any admission authority applied for legally has to proceed with the preferences expressed. If the school preferences are not the same, then parents will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. The local authority is not able to intervene in disputes between parents over school applications and will request that these are resolved privately.

Home Address

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.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 5th March 2027. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

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.

Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated an alternative school place if there is one available within a reasonable distance of their home address and advised about the independent appeals process. More information regarding the appeals process can be found below and at: https://www.staffordshire.gov.uk/schools-and-learning/admission-appeals/what-admission-appeal

Children of Armed Forces Families

The Local Authority will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date.

For children of armed forces families where an intended home address is provided in support of the application, the Local Authority will use the intended address in respect of applying the oversubscription criteria as long as the family provide some evidence of their intended address.

Where an intended address cannot be evidenced, the Local Authority will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a parent requests this.

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 school.

Admission outside of the normal age group

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

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 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 whether this is agreed will be made by the local authority. 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 the views of the headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting lists for Admissions and Normal Point of Entry

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 Two.

For all other cases, waiting lists will be kept until 31 December 2027.

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.

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. For information on where your child is on the waiting list, please contact the Local Authority Admissions Team on 0300 111 8007.

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.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, 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.

If you wish to apply to change schools during the academic year, or your child does not currently have a school place, please see the information below and the in-year admissions information from the LA.

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 admission' arrangements

Parents or carers seeking to be admitted to a community or voluntary controlled school may make an application directly to the preferred school using the In-Year Application form, which can be found on the Local Authority's School Admissions page. 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.

Completed in-year application forms should be returned directly to the school. Decisions will be made in line with the determined admission arrangements and parents/carers will be informed of the outcome in writing. Where it is not possible to offer a place, the letter will give the reason and explain the right of appeal. The school will notify the LA of both the application and its outcome within fifteen school days when within term time, including a copy of the decision letter and application where a place has been refused. Where a waiting list is in operation, the school will not offer places above the published admission number without consulting the LA's School Admissions and Transport Team and the LA will add unsuccessful applicants to the waiting list.

Timeline for applying, including when decisions are made by the Local Authority

You need to apply for a Reception place for September 2027 if your child's fifth birthday is between 1st September 2027 and 31st August 2028. Applications must be made by 15th January 2027 and parents will be notified of the outcome on 16th April 2027.

The full timetable issued by SCC can be found in the Co-ordinated Scheme 2027-2028: https://www.staffordshire.gov.uk/schools-and-learning/school-admissions/co-ordinated-scheme-2027-2028.

Moving to Staffordshire from abroad

If you are moving to Staffordshire from abroad, please see the information on moving from overseas.

Determination and publication of admissions arrangements

The school 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.

Any proposals to alter a Community or Voluntary Controlled Schools Published Admission Number (PAN) will be indicated within the document.

The LA's determined admission arrangements for 2027/2028, and its consultation on proposed arrangements for 2028/2029 (open from 1st October 2026 to 5pm on 1st December 2026), can be viewed at: https://www.staffordshire.gov.uk/schools-and-learning/school-admissions/admission-arrangements.

Comments on the proposed 2028/2029 arrangements should be emailed to admissionsconsultation@staffordshire.gov.uk.

Admission arrangements will be determined by 28th 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 and will continue to display them for the whole offer year.
A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

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

Admissions appeals

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

Informing of appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent by the LA which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The LA and the appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA
- A member or former member of the governing board of the school
- An employee at the LA or governing board of the school, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the LA or school who may not act impartially
- Any person who has not attended training required by the LA arranging the appeals panel

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

Appropriate training will be given, funded by the LA, to all panel members and clerks before they take part in a panel hearing. As a minimum, this training will include:

- The law relating to admissions.
- The panel's duties under the Human Rights Act 1998 and the Equality Act 2010.
- Procedural fairness and natural justice.
- The roles of specific panel members, e.g. the chair.

Members of the appeals panel will receive travel and subsistence allowances where applicable, and will be compensated for any loss of earnings or expenses.

The rate of payment is set by the LA and has due regard to the recommendations of the remuneration panel.

The appeals panel must not have a vested interest in the outcome of the hearing.

The LA will indemnify the members of the appeals panel against any legal costs and expenses they incur in connection with any decision taken in good faith whilst acting as a member of the appeals panel.

Appeals hearings

The LA appeals timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between thirty to forty school days of the appeal being lodged. For in year admissions, appeals will be heard within thirty school days of the appeal being lodged.

The LA will provide appellants with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The LA will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the LA.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the LA and panel.
- Summing up by the LA.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely by the LA for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the LA will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, LA and the school. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

Complaints

Appellants can apply for a place at the school for a different academic year. If appellants have an issue with the appeal process, they can complain to the Local Government and Social Care Ombudsman.

To view the Staffordshire Local Authority information on their appeals process, please click here.

Viewing admissions information

Upon request, the school will ensure that parents can access a hard copy of any printable forms and information from the LA or school relating to applications. Please contact the school office for paper-based copies.

Monitoring and review

This policy will be reviewed by the governing board in January and September basis to ensure that it remains fair, clear and true to our vision of life in all its fullness for every child. Any changes to this policy will be communicated to all staff and other interested parties.