Staffordshire University Academies Trust

Admission Arrangements for Academies for 2027 – 2028 in Staffordshire University Academies Trust (SUAT)

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Last reviewed	**November 2025**
Reviewed by	**SLT**
Approved by	**Trust Board**
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Policy owner	**SLT**
Location	**Trust Website**

In Academies that are in Staffordshire University Academies Trust, decisions on admissions are delegated by the Trust Board to the Local Governing Body of the individual academies.

The PAN for SUAT academies is:

All Saints CE Academy Denstone- 15
All Saints Primary School Bednall – 10 *(please see oversubscription criteria)*
Boney Hay Primary Academy – 30
Charnwood Primary Academy – 30
Church Eaton Primary School - 15
Dove CE Academy - 30
John Wheeldon Primary Academy - 90
Little Aston Primary Academy - 30
Littleton Green Community School – 60
Moorgate Primary Academy – 45
Perton Primary Academy - 60
Staffordshire University Academy – 150
St Augustine's CE Academy- 15
St Luke's CE Academy - 30
Horton St Michael's CE First School and Nursery- 15
St Edward's CE Academy – 45
St Leonard's CE First School and Nursery - 15
St Peter's CE Academy – 13 *(please see oversubscription criteria)*
St Paul's CE First School Coven - 30
Tynsel Parkes CE Primary Academy – 30
Westlands Primary School - 30

Admission Arrangements for First, Infant, Junior and Primary Schools in Staffordshire University Academies Trust

Admission Arrangements for Designated Nursery Provision: Academic Year 2027/2028

As a result of national policy changes and the enhanced package of early educational entitlements now available to parents SUAT Academies admit children from their 3rd birthday on a privately paid for basis until the first term after their 3rd birthday when their 15 hours per week funded place becomes available, which ensures flexibility of provision and supports families in the catchment of our academies.

In relation to Local Governing Body run nursery provision, the Trust Board of Staffordshire University Academies Trust 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

For 15 hour funded places there are three termly points of entry to SUAT'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 working weeks of that closing date.

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For privately paid nursery places, applications are accepted at any point during term time. These places are offered on a first-come, first-served basis and parents are notified of the result of their application within seven working days of the submission of their application.

Designated Nursery Provision
Parents should contact the relevant Academy to determine the nursery provision in that Academy. Academies which have established and operate a nursery in their setting include:

All Saints CE Academy Denstone
All Saints Primary School Bednall
Boney Hay Primary Academy
Charnwood Primary Academy
Church Eaton Primary School
Dove CE Academy
Little Aston Primary Academy
Littleton Green Community School
Moorgate Primary Academy
Perton Primary Academy
St Augustine's CE Academy
Horton St Michael's CE First School and Nursery
St Edward's CE Academy
St Leonard's CE First School and Nursery
St Peter's CE Academy
St Paul's CE First School Coven
Tynsel Parkes CE Primary Academy

It is the Academy'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, in those Academies that are not former VA schools.

1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).

2) Children who have an elder brother or sister in attendance at the preferred SUAT Academy and who will still be attending the SUAT 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) Children of employees in an academy (where the employee has been employed at the academy for two or more years at the time at which the application for admission is made to the academy, or where the member of staff is recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage).

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5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the preferred academy, determined by a straight-line measurement as calculated by Google maps or the Local Authority's Geographical Information System (please see additional notes for further details).

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 SUAT Academy, children who are resident within the catchment or cluster area will be arranged in order of priority according to the remaining criteria.

Academies in SUAT that were formerly Voluntary Aided (VA) Schools adhere to the advice provided to SUAT by the Diocesan Board of Education (DBE) as required under Section 3 of the Diocesan Board of Education Measure 1991. Accordingly, any Academy that was formerly a VA school, with the greater levels of Church control and involvement that a VA school has over a Voluntary Controlled (VC) school, will upon conversion retain their existing faith criteria and their definition for catchment. The reason for this decision is that the founding deed of a VA school specifies that the school is for the benefit of that parish and that the admissions arrangements should live up to this as best they can, given the statutory criteria that also applies.

The oversubscription criteria for VA Academies is:

1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).

2) Children who have an elder brother or sister in attendance at the preferred SUAT Academy and who will still be attending the SUAT 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 who live in the catchment area who themselves are, or whose families are, faithful and regular worshippers of any Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship will be required.

4) Other children who reside within the catchment area.

5) Children who are outside the catchment area and who themselves are, or whose families are, faithful and regular worshippers of any Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship will be required.

6) Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader.

7) Children of employees in an academy (where the employee has been employed at the academy for two or more years at the time at which the application for admission is made to the academy or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage).

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8) Other children arranged in order of priority according to how near their home addresses are to the main gate of the preferred academy, determined by a straight-line measurement as calculated by Google maps or the Local Authority's Geographical Information System (please see additional notes for further details).

Additional Notes

Copies of cluster and catchment area maps are available from the individual SUAT Academy.

There is no charge or cost related to the admission of a child to a SUAT Academy.

Applications for SUAT nursery settings are processed by the individual Academy.

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

In accordance with legislation, children who have 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

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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 SUAT 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 SUAT nursery setting. Any disputes over the administration of the policy will be dealt with by the Staffordshire University Academies Trust's complaints procedure.

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Normal Age of Entry: Academic Year 2027/2028

First, Infant, Junior 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 SUAT Academy that they wish their child to attend, there is no guarantee of a place being offered at that SUAT Academy.

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

Oversubscription Criteria
If the total number of preferences for admission to a SUAT Academy exceeds the Academy's Published Admission Number (PAN), the following order of priority is 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 residence order or special guardianship order). This applies to children in these categories in England and also to children in these categories previously from outside of England.

2) Children who have an elder brother or sister in attendance at the preferred SUAT Academy and who will still be attending the SUAT 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) Children who attended the school-based nursery and who are in receipt of Early Years Pupil Premium Funding.

5) Children of employees in an academy (where the employee has been employed at the academy for two or more years at the time at which the application for admission is made to the academy or where the member of staff is recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage).

6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the referred academy, determined by a straight-line measurement as calculated by Google maps or the Local Authority's Geographical Information System (please see additional notes for further details).

SUAT complies with the 2021 School Admissions Code, which requires 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, to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local

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authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "**IAPLAC"**.

Responsibility for determining whether a child is eligible for IAPLAC priority rests with SUAT who delegate this task to the Local Governing Body. Non-statutory guidance assists and supports SUAT in assessing evidence provided by parents who want their child to be considered under the IAPLAC criterion. The guidance recommends that SUAT Academies should request advice from their Virtual School Head (VSH), if they are in any doubt about the acceptability of evidence provided by the parent of an IAPLAC.

Provisions in the Code which apply to PLAC in relation to the admission arrangements of SUAT Academies with a religious character apply to IAPLAC in exactly the same way as they do to PLAC.

Academies in SUAT that were formerly Voluntary Aided (VA) Schools adhere to the advice provided to SUAT by the Diocesan Board of Education (DBE) as required under Section 3 of the Diocesan Board of Education Measure 1991. Accordingly, any Academy that was formerly a VA school, with the greater levels of Church control and involvement that a VA school has over a Voluntary Controlled (VC) school, will upon conversion retain their existing faith criteria and their definition for catchment. The reason for this decision is that the founding deed of a VA school specifies that the school is for the benefit of that parish and that the admissions arrangements should live up to this as best they can, given the statutory criteria that also applies.

The oversubscription criteria for VA Academies is:

1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order). This applies to children in these categories in England and also to children in these categories previously from outside of England.

(2) Children who have an elder brother or sister in attendance at the preferred SUAT Academy and who will still be attending the SUAT 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 who live in the catchment area who themselves are, or whose families are, faithful and regular worshippers of any Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship will be required.

(4) Other children who reside within the catchment area.

(5) Children who are outside the catchment area and who themselves are, or whose families are, faithful and regular worshippers of any Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship will be required.

(6) Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader.

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(7) Children who attended the school-based nursery and who are in receipt of Early Years Pupil Premium Funding.

(8) Children of employees in an academy (where the employee has been employed at the academy for two or more years at the time at which the application for admission is made to the academy or where the member of staff is recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage).

(9) Other children arranged in order of priority according to how near their home addresses are to the main gate of the preferred academy, determined by a straight-line measurement as calculated by Google maps or the Local Authority's Geographical Information System (please see additional notes for further details).

Where it is not possible to accommodate all children applying for places within a particular category then the Local Governing Body of that SUAT Academy 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 the remaining criteria.

Additional Notes
Copies of school catchment area maps are available from the Local Authority or individual SUAT Academies.

There is no charge or cost related to the admission of a child to a SUAT 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 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.

SUAT Academies that have purchased a SLA 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 SUAT 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.

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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 child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the SUAT academy immediately. Where there is a proposed house move taking place during the admissions process the SUAT academy will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 14th 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.

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 request that their child be admitted to Reception Class on a part-time basis, or that their child be admitted to school later in the same academic year until the child reaches compulsory school age (i.e. beginning of the term after the child's fifth birthday). The effect is that the place will be held for the child in Reception and is not available to be offered to any other child within the same academic year in which it has been offered.

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 seek 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. 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 of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which 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

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is an appropriate course of action will be made by the Local Governing Body of the Academy concerned. 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 end of the autumn term of admission.

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.

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.

Right of Appeal
Parents who are refused a place at a SUAT Academy (for First and Primary admissions) have the right to lodge an appeal with an independent appeals panel in accorance with the School Admissions Code. For full details of the appeals process, including timescales and how to submit an appeal, are available on the Staffordshire County Council website: Admissions Appeals Home - Staffordshire County Council

"In-Year Transfer" Arrangements
Parents or carers seeking to transfer to a particular SUAT Academy may make an application using the appropriate application form, which can be obtained from the SUAT Academy. This application will be processed in line with the procedure outlined in the determined admission arrangements alongside consideration of the year group class size and contextual needs.

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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 SUAT procedure to inform the Local Authority that a pupil has left that SUAT Academy in order to attend another school in the UK or abroad.

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Admission Arrangements for Secondary Schools in Staffordshire University Academies Trust

Normal Age of Entry: Academic Year 2027/2028

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 SUAT Academies is determined by the oversubscription criteria given below.

Oversubscription Criteria
If the total number of preferences for admission to a SUAT Academy exceeds the Academy's Published Admission Number (PAN), the following order of priority is used by the Local Governing Body to allocate the available places.

1) Children in State Care and children who ceased to be in state care because they were adopted or became subject to a residence order or special guardianship order. This applies to children in these categories in England and also to children in these categories previously from outside of England.

SUAT complies with the 2021 School Admissions Code, which requires 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, to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "**IAPLAC"**.

Responsibility for determining whether a child is eligible for IAPLAC priority rests with SUAT who delegate this task to the Local Governing Body. Non-statutory guidance assists and supports SUAT in assessing evidence provided by parents who want their child to be considered under the IAPLAC criterion. The guidance recommends that SUAT Academies should request advice from their Virtual School Head (VSH), if they are in any doubt about the acceptability of evidence provided by the parent of an IAPLAC.

<u>Provisions in the Code which apply to PLAC in relation to the admission arrangements of SUAT Academies with a religious character apply to IAPLAC in exactly the same way as they do to PLAC.</u>

2) Children who have an elder sibling in attendance at the preferred SUAT Academy and who will still be attending the SUAT Academy at 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 catchment area of the preferred SUAT Academy

4) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school. SUAT Academies that have purchased a SLA 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

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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.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority 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 distance i.e. category (6).

Additional Notes
Copies of school catchment area maps are available from the Local Authority or individual SUAT Academies.

There is no charge or cost related to the admission of a child to a SUAT 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. 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.

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If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the SUAT Academy and/or local Governing Body immediately. Where there is a proposed house move taking place during the admissions process the SUAT Academy / Local Governing Body will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 24th January 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.

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. No other waiting lists will be maintained.

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.

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.

Right of Appeal

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Parents who are refused a place at a SUAT Academy (for Secondary admissions) have the right to lodge an appeal with an independent appeals panel in accorance with the School Admissions Code. For full details of the appeals process, including timescales and how to submit an appeal, are available on the Staffordshire County Council website: Admissions Appeals Home - Staffordshire County Council

Admission Outside of the Normal Age Group
Parents may seek 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.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which 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 an appropriate course of action will be made by the Local Authority / Local Governing Body who will take into account the circumstances of the case and views of the Principal of that SUAT 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 SUAT Academy in accordance with the Trust's published admission arrangements. Individual SUAT Academies will provide detailed information on the admission policy including minimum entry requirements for particular courses on request.

Children already in the SUAT 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.

SUAT Academies **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
Parents or carers seeking to be admitted to a SUAT 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 alongside consideration of the year group class size and contextual needs. 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 SUAT procedure to inform the Local Authority that a pupil has left that SUAT academy in order to attend another school in the UK or abroad.

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