Prince Avenue Academy and Nursery

South East Essex Academy Trust for
Prince Avenue Academy and Nursery
Determined Admissions Arrangements (Policy) – 2027/28

The Published Admissions Number (PAN): 60 pupils in each year group.

Prince Avenue Academy and Nursery is an academy and is part of South East Essex Academy Trust. These arrangements are in line with government legislation and guidance (School Admissions Code) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. These arrangements apply to all admissions, including in-year admissions.

Applying for a place

Prince Avenue Academy and Nursery welcomes all applications. Admission to the main round for reception/starting school can be made to Southend-on-Sea for residents in the borough, parents must apply via their home local authority during the period 14 September and 15 January. Applications during the school year to all year groups must be submitted to the school admissions team at Prince Avenue.

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the Academy; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below with explanatory notes following:

Oversubscription criteria:

1. Looked after children and previously looked after children*;
2. Pupils of staff at the school;
3. Pupils who have a sibling attending the school;
4. Pupils who live in the catchment area;
5. Pupils of the school attending Prince Avenue Nursery;
6. Pupils who live outside the catchment area.

(for all criteria see explanatory notes below)

Explanatory notes:

Parents must make a separate application for transfer from nursery to primary school. Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications to Year Reception (between 14th September and 15th January). Pupils cannot be considered under the admission criteria unless an application has been submitted. Registered pupils in Year 2 at Prince Avenue are not required to submit a form to remain at the school in Year 3.

*A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Pupils with Education, Health and Care Plans

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission.

Pupils of staff of the school

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCo) that has been employed at the school for two or more years at the time at which the application for admission to the school is made,

and/or

- the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and
- are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

Distance:

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

Distance where parents have separated

The distance is measured the same for all applications. The primary admission booklet provides further details, in summary,

Where more than one adult share parental responsibility and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for. The parent with whom the child lives, as the normal place of residence, and currently the majority of the school week, should make the application. If different applications are received, or the Admissions Team is made aware of a dispute between two parents, these applications will be placed on hold and will not be processed until such time either:

• one joint application is made.

• a written agreement is given from both parents with one set of preferences.

• a court order is obtained confirming which parent's application carries precedence.

Catchment areas:

The catchment area is provided in the Primary School Admissions Booklet Primary Admissions Booklet

Siblings

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Pupils of the Nursery

Children will be ranked in this admission category if they are on roll in Prince Avenue Nursery which is part of the school during the year before admission for reception. In regard to the main round children must be part of Prince Avenue Nursery before the application closing date of 15 January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15 January will be ranked under these criteria after the national offer day (16 April). This criteria will not be relevant for in year admissions years 2-6.

Waiting lists

Children's names will automatically be placed on a waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception and Year 3). Waiting lists for all year groups close at the end of each school year. A new application must be submitted to be able to join a waiting list for a new academic year – application only acceptable from the summer term of the preceding year (eg. From May for the Sept academic year).

Over and Under age applications (including children admitted outside normal age group)

Parents may seek a place for their child outside of their normal age group,(usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until reaching compulsory age (the term after their fifth birthday). If the deferment is approved then the place is held open and is not offered to another child and the place must be taken up by the start of the Summer term in April. In the case of children born prematurely or the late summer months parents may request admission outside the normal age group so that their child starts school the September after their 5th birthday. Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the parent of their decision. Parents must notify the LA and provide any letters relating to this matter.

Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

Such requests are made initially informally in discussions with the Head Teacher and where parents wish to proceed with the request a written letter with any relevant documentation should be provided to the Head Teacher.

The School would make decisions on the basis of the circumstances of the individual case and will be in the best interests of the child.

Requests for in Year 3 and 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to Year 7, i.e. 31 October (secondary) and 15 January (primary) of any given year.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

In circumstances where a child transfers from another school already 'outside of normal age group' , the Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of the normal age group.

A parent cannot appeal against refusal to the 'out of normal age group' application

Further details are provided in the Admission Scheme and Guidelines on deferred entry to school for summer born children, on the Council Website.

The composite prospectus for all schools in the Borough, the scheme (process), admission procedures and all other policies and procedures are available on www.southend.gov.uk/admissions

Home Address:
For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3). Changes to address will be updated after all on time applications have been processed.

In-Year Admissions

As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places, applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.

To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the school office and the school website.

Parents can apply for the next school year anytime in the summer term, i.e. after Easter of any given year and not before.

Applications in the current school year are processed within a maximum of 10 school days, applications for the next school year are processed in the late summer months and outcomes are communicated in the early Autumn term at the latest.

Pupils that are refused a place and added top the waiting list and remain on the waiting list until 30 June of any given year. Waiting lists close on 30 June of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for the following year are required to make a fresh application.

As required by the School Admissions Code parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 School Days. All in-year applications and the outcome are reported to the Local Authority within 2 days.

Appeals

Parents unsuccessful in securing a place for their child have the right to appeal to an Independent Admissions Appeal Panel. Details of how to do this can be found on the Academy's website. ·

Main round appeals (Reception and year 3): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Details of how to do this can be found on the Academy's website All appeals are considered by an Independent Appeals Panel.

Main round appeals (in-year R-6): Parents can appeal against the refusal. Appeals must be lodged within 20 school days of the date of the outcome letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Details of how to do this can be found on the Academy's website. All appeals are considered by an Independent Appeals Panel.

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea.

Illustrative school catchment areas for the full borough
– Drill down map and post code look up list available on https://www.southend.gov.uk/school-admissions/primary-school-admissions-1

