

The Crescent Academy



ADMISSIONS POLICY 2027-28

Reviewed: October 2025

Date of next review: October 2026

Signed (Board of Trustees):

A handwritten signature in black ink, appearing to be 'B. Jones', is written over a dotted line.

.....Date

Signed (Head Teacher):

A handwritten signature in black ink, appearing to be 'A. Carter', is written over a dotted line.

.....Date

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Statement of intent

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

1. Nursery Provision

1.1. Children aged three years by the 31 August are able to attend a nursery class or school in September. Attendance at Nursery whilst not a requirement at this age is strongly advocated by this school due to the significant benefits the children experience.

Rising 3's

Children aged three years born between the 1st September – 31st December will be able to apply for the January intake. An application form can be obtained from the school office.

The admission number of The Crescent Academy's Nursery is 78 children.

The Crescent Academy offers a 30-hour Nursery provision.

Nursery education is non-statutory and is entirely separate from reception class admissions. Admission to the nursery DOES NOT guarantee a place in our school's reception class.

1.2. Oversubscription Criteria

Where there are more applications for a nursery setting than there are places the following priorities will be used, in order, to allocate places:

1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children living within the catchment who have an elder brother or sister at the school who will still be attending at the time of admission.

3. Other children living within the catchment area of the school.

4. Children living outside the catchment who have an elder brother or sister at the school who will still be attending at the time of admission.

5. Children who live nearest to the school as determined by a straight- line measurement from the front door of the child's home address to the main entrance of the school.

1.3. Once the year group admission number is reached, a waiting list, based on these criteria, will be held until the end of September of that academic year.

1.4. Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.

1.5. As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

2. Primary Provision

The admissions process

Parents apply to their LA for places at their preferred schools, this can be done online. They may express a preference for up to 3 schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.

All preferences are collated and parents then receive an offer from the LA at the highest preference school available.

3. Oversubscription Criteria

2.1. Where there are more applications for The Crescent Academy than there are places available, the Council will use the following priorities, in order, to allocate places:

1. Children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission.

3. Other children living within the catchment area of the school.

4. Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission.

5. Children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.

2.5. If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.

2.6. The Council also has to comply with the "Infant Class Size" regulations, which state that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.

2.7. For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

2.8. Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. In this circumstance the Council will admit above the admission number (AN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

2.9. Deferred places - Children have to start school in the September following their fourth birthday. Parents of children who are offered a place at school before they are of compulsory school age are allowed to defer their child's entry until later in the school year. Parents may apply for a deferred place at a school offering them a place in Reception year at 4+ and they will be treated in the same way as all other applicants. On request, the place will be held but a parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

2.10. Part-time provision - parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.11. Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

4. In-year Admissions

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

Where applications for places are made outside the normal admissions round, these should be made directly to the school. The City Council will make appropriate arrangements with schools for data sharing and pupil tracking.

In-year transfer applications can be submitted online at:

www.stoke.gov.uk/info/20033/school_admissions

5. Waiting List

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

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

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

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

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place within 28 days.

6. Admission appeals

Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to their decision.

Details for appeal are available from the school or the LA's website, including the date by which an appeal must be submitted.

7. The Academy of Stars - SEND Resource Provision

The Crescent Academy SEND Resource Provision - The Academy of Stars - is a 32-place specialist setting for children aged 5-11 years. This provision is for children with an Education, Health and Care Plan with a primary need of communication and interaction.

The Local Authority identifies the pupils who require a placement at The Academy of Stars, through consultation with the school's SENDCo and children can come to the provision from any other provision or school if the Local Authority deem it appropriate. Admission requests are not accepted directly from parents/carers or schools/provisions themselves.

Children who come through the Local Authority consultation process and are given a place at The Academy of Stars are placed on roll at The Crescent Academy and their Education, Health and Care plans are amended to name The Crescent Academy SEN Resource Provision – The Academy of Stars.

Parents have the right to appeal to the SEND tribunal if they disagree with the proposals made by the LA (appeals are coordinated by the LA).

8. Pinewood at The Crescent

Pinewood at The Crescent is a 12-space specialist provision for children from Years 1 to 6 who have experienced periods of ill health and require additional support as they transition back into full-time schooling.

The Local Authority identifies the pupils who require a placement at Pinewood at The Crescent through consultation with the school. Admission requests are not accepted directly from parents/carers or schools/provisions themselves.