Mayfield
Primary School

ADMISSIONS POLICY FOR ENTRY SEPTEMBER 2028

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Statutory Framework

Mayfield Primary School is a member of the Cranmer Education Trust (CET). CET is the Admission Authority, with the administration and implementation of the policy being delegated to the trust's Admissions Committee.

The Committee applies the regulations on admissions fairly and equally to all those who wish to attend one of its schools. Schools comply with the provisions within the Schools Admissions Code and the Schools Appeal Code, available at: https://www.gov.uk/guidance/academy-admissions

Published Admission Number (PAN)

All schools within CET are inclusive and welcome children from all backgrounds and abilities. The only restriction placed on entry is number. If the number of applications exceeds the number of places available, each school has oversubscription criteria which are applied by the local committee.

The Published Admission Number for Mayfield Primary School is 60.

Infant Size Legislation

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single teacher, as defined in Section 4 of the SSFA 1998. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Application Procedures

Applications for admission to the Reception Year in September 2028 should be made to the local authority in which the applicant lives using the common application form (CAF) on the local authority's website. Completed applications should be returned to the local authority in which the applicant lives by the closing date advised by the local authority. Details of all the applications made will be forwarded to the school.

Oldham residents apply for a reception class place using the Oldham on-line facility. The application period will run from 01 September 2027 to 15th January 2028.

Applications received after the appropriate closing date will be regarded as late unless, in the judgement of CET, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.

Late applications are not considered until all on-time applicants have been allocated places.

In-Year Admissions Applications

Anyone, who wishes to apply for a place in the Reception Year after the first school day in September, or to any other age group at any time, will apply directly to the school.

Oversubscription Criteria

If no more than 60 applications are received for admissions to Reception Year, all applicants will be offered places.

All schools are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational need or Education, Health and Care Plan (EHCP) that names the school. This is not an oversubscription criterion and all children with statements or EHCPs naming a school will be admitted before other children are offered a place. If the number of applications exceeds the admission

number, it will be necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.

Criteria 1
Children Looked After / Children Previously Looked After
This includes any "children looked after", "children previously looked after" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, special guardianship order, or Child Arrangements Order. 'Looked after' means that the child was:

(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.

This criteria also includes children looked after and children previously looked after who appear (to the Admission Authority) to have 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 and ceased to be in state care as a result of being adopted.

Criteria 2
Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

Criteria 3
Those children who already have a sibling at the school to which they are applying and who will still be attending when their brother/sister starts in Reception Year (see note (b) below).

Criteria
Geographical proximity to school, with those families living nearest to the school having higher priority (see note (c) below). If the distance between home and school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Notes

a) Exceptional reasons for priority over other applicants: decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional, e.g. a doctor or a social worker. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
b) Siblings: CET accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.
c) Geographical Proximity: Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home post code and school post code. Measurements are calculated using Geographical Information System mapping software based on Ordnance Survey and Post Office data. The address from which the distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident.

Permanent Address

The only address CET can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident. Proof of residence will be required.

Any allegations received by the admission authority of people providing false accommodation for school places will be fully investigated and, if found to be true, allocated places may be withdrawn.

If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, CET cannot consider this address for the purpose of its admission process to school.

Intention to Move to A New House

An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of school place usually in April. For children of UK service personnel and other Crown Servants returning to the area proof of posting is all that is required.

Twins or Triplets

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Flats

In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots. The first name drawn will be offered the place.

Appeals

Parents / legal guardians have the right of appeal to an independent panel set up under the Schools Standards and Framework Act 1988 as amended by the Education Act 2002 and subject to the School Admissions Appeal Code 2022.

Parents / legal guardians should notify the Business Manager at the school within 20 school days of being refused a place of their intention to lodge an appeal.

Parents / legal guardians have the opportunity to submit their case to the panel in writing and to attend to present their case. Parents / legal guardians will normally receive 10 school days' notice the hearing. Further information about any appeal will be provided by the independent Clerk to the Appeals Panel.

The right of appeal against the school's decision does not prevent parents or legal guardians from making an appeal in respect of any other school.

Waiting Lists

If a place cannot be offered at the time of application, the child's name will be placed on a waiting list. Those on the waiting list and late applicants will be treated equally and placed on the same waiting list. Waiting lists will be held in order of the published admission criteria. The waiting list will operate until 31st December at the end of the autumn term following admissions in September.

Admissions Outside the child's normal age group

Where a parent of a summer born child (1st April – 31st August) wishes to defer entry to the following September but enter in the Reception Year out of the child's chronological cohort, a fresh application must be made under the Coordinated Primary Admissions Scheme for that year of entry.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governors who have the authority delegated by the Admission Authority will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; 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. The governors will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governors must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The admission authority must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Deferred Admissions

Children are entitled to a full-time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can 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. Where 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.

Applications for a Nursery Place

Mayfield Primary School currently has 60 morning and 60 afternoon places available. Children can attend on a part-time or full-time basis. It is important to note that a place in the nursery does not guarantee admission to Mayfield Primary School, or any other school within CET. A separate application for the primary school will have to be made in accordance with CET admissions arrangement. No appeal will be allowed against the refusal of a place in the nursery.

Children are admitted to nursery at the beginning of the autumn term prior to their fourth birthday or the beginning of the term following their third birthday.

Application forms are available from the school and parents are encouraged to discuss their requirements with the Early Years Foundation Teacher. If the nursery is oversubscribed, priority will be given to children with Education, Health and Care Plans (EHCPs) where the school is named. Remaining places will be offered in accordance with the oversubscription criteria that applies to the school.

The nursery will maintain a waiting list which will be used to fill vacancies during the academic year. It will be compiled in accordance with the Admissions Code so that children will be ranked in line with the school's oversubscription criteria.

Fraudulent Applications

Where the Trust discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent/legal guardian (e.g. a false claim of involvement in a place of worship, or a false address), which effectively denies a place to a child with a stronger claim, then the Trust may withdraw the offer of the place awarded. Where the offer is withdrawn based on misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

Privacy Notice

In making an application for admission, parents / legal guardians provide personal, sensitive information in relation to their child and themselves. This information will be stored in accordance with the trust's privacy notice, a copy of which can be found on the school website.

Policy Review and Consultation

CET will review and approve the Admissions Policy for Mayfield Primary School on an annual basis in accordance with the School Admissions Code.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change. Consultation will be for a period of six weeks between 1 October and 31 January in the academic year before the arrangements are to apply.

Admission arrangements will be submitted to Oldham LA by 15 March and publicised on Mayfield's website for the full offer year. Consultation will take place in the following way:

- General notification on the school website;
- Notification to parents / legal guardians in writing and by text; and
- Notification by email to associated Primary Schools, Oldham LA and neighbouring Authorities, the Academy Co-Sponsors and all local Admission Authorities.

Any objections to Admissions arrangements should be made in writing to The Chair of the Admissions Committee, The Cranmer Education Trust, C/o, The Blue Coat School, Egerton Street, Oldham, OL1 3SQ. E-mail: info@cranmeredt.org