INSPIRE
PARTNERSHIP

Admissions Policy



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1.0 Introduction, Purpose & Scope

This policy is set by Inspire Partnership Multi-Academy Trust, which is the admissions authority for all its schools. The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way, in accordance with the requirements of the DfE School Admissions Code, the Early Years Foundation Stage (EYFS) statutory framework, and associated regulations and legislation.

1.1 Schools within the Trust

Inspire Partnership Multi-Academy Trust is the admissions authority for the following schools:

- Ackton Pastures Primary Academy
- Ash Grove Primary Academy
- Fitzwilliam Primary School
- Gawthorpe Community Academy
- Girnhill Infant School
- Grove Lea Primary School
- Half Acres Primary Academy
- South Hiendley Primary School
- Towngate Primary Academy

2.0 Relevant Admissions Arrangements

The Trust is required by its funding agreement to comply with the School Admissions Code and the law relating to admissions. As the admissions authority for all its schools, the Trust ensures that the allocation of school places remains fair, clear, and objective by adopting and implementing the admission policies of the relevant local authorities for its admission arrangements.

Specifically:

- For Gawthorpe Community Academy and Towngate Primary Academy, the Trust's admission arrangements **mirror** the published admissions policy of the Education Ossett Community Trust (EOCT).
- For all other schools within the Inspire Partnership Multi-Academy Trust, the Trust's admission arrangements **mirror** the Wakefield Metropolitan District Council (Wakefield Council) Admissions Policy.

Parents and carers should consult the specific, detailed admissions policy relevant to the school they are applying for (either the Wakefield Council policy or the EOCT policy for Gawthorpe and Towngate) to fully understand the arrangements, including the

Published Admission Numbers (PANs) for each school. Links to these policies are provided below:

Inspire Partnership Multi-Academy Trust is the admissions authority for all academies within the Trust. The Board of Trustees formally determines the admission arrangements for each academy annually in accordance with the DfE School Admissions Code. To ensure fairness and local consistency, the Trust's determined arrangements align closely with local contextual policies:

- For Gawthorpe Community Academy and Towngate Primary Academy, arrangements reflect the published criteria of Education Ossett Community Trust (EOCT).
- For all other academies in the Trust, arrangements align with the Wakefield Metropolitan District Council Admissions Policy.

Detailed admission criteria, including Published Admission Numbers (PANs) for each academy, are determined by the Trust and published annually on the Trust and individual academy websites.

- Wakefield Metropolitan District Council Admissions
- Education Ossett Community Trust (EOCT) Admissions

3.0 Admissions for Statutory Aged Pupils (Reception Class and above)

Admission to schools for pupils of statutory age (reception class and above) is managed according to the determined trust policy for each school.).

- Applications for admission to primary, infant, and junior schools within the Wakefield area, including the Trust's schools (except nursery), should be made on Wakefield's Common Application Form.

- If the number of applications for a school does not exceed the Published Admission Number (PAN), all preferences will be met.

- If there are more applications than places available, preference is given according to the oversubscription criteria. All policies adhered to by the Trust give highest priority to looked after children (LAC) and previously looked after children (PLAC), including those who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC).

- Children with an Education, Health and Care Plan (EHCP) that names the school will automatically gain a place and are counted against the school's admission number. Applications for children with Special Educational Needs and Disabilities (SEND) but without an EHCP are considered based on the published admissions criteria. Schools must not refuse to admit such a child on the grounds of SEND or lack of an EHCP, making reasonable adjustments as required by the Equality Act 2010 and the SEND Code of Practice 2015.

- Parents who are not offered a place at a preferred school have the right to appeal to an independent appeal panel.

- Waiting lists are maintained according to the relevant Co-ordination Schemes, with pupils prioritised based on the admissions policy criteria, not the date their name was added.

- In-Year Admissions: Applications outside the normal admissions round are made using the Wakefield Common Application Form and processed in accordance with the In-Year Co-ordination Scheme. Applicants will be notified of the outcome of their in-year application in writing within 15 school days (aiming for 10 school days) of the application being received.

- Deferred entry to primary school until later in the school year is permitted, but not beyond compulsory school age or the final term of the offer year. Parents of "summer born children" (born April-August) may request their child defer entry to Reception for a full academic year, entering Reception at age five. Decisions are made by the Trust as the admissions authority, in the best interest of the child, taking into account parental views, the child's individual needs and circumstances, and advice from relevant professionals, though this does not guarantee a place at a requested school.

- The Fair Access Protocol may give higher priority for admission to certain pupils defined in the protocol.

- Offers of places made on the basis of fraudulent or intentionally misleading applications may be withdrawn.

4.0 Admissions for Early Years Provision (Nursery Classes)

Admission to nursery classes is for children below statutory school age and is considered non-statutory schooling.

- Parents and carers must apply directly to the school concerned when applying for a nursery place, not via the Local Authority Common Application Form. Each school allocates places in accordance with its nursery admissions policy, which

operates under the overarching principles and criteria set by the Trust, ensuring consistency and fairness.

- Admission to a nursery class does not guarantee an automatic place in the Reception class of the same school. A separate online application must be made via the Wakefield Metropolitan District Council Citizens' Portal (or relevant local authority's portal if the child resides outside Wakefield) to request a full-time place in school for the Reception year.

4.1 Entitlement to Early Education Places

Eligible children are entitled to government-funded early education places in line with statutory requirements :

- **Universal Entitlement:** All 3- and 4-year-olds are entitled to 15 hours per week of funded early education from the term following their 3rd birthday.
- **Disadvantaged 2-Year-Old Entitlement:** Eligible 2-year-olds are entitled to 15 hours per week from the term following their 2nd birthday.
- **Working Parent Entitlements:** Eligible working parents of children aged 9 months up to 4 years can access up to 30 hours per week of funded childcare, commencing the term following eligibility criteria fulfillment.

The earliest a child can be admitted to access a funded entitlement is the start of the funding period (term) following their qualifying birthday.

4.2 Rising Threes

"Rising threes" generally refers to children who are not yet three years old but will turn three during the academic term in which they start nursery.

- The decision to admit rising threes to a school nursery is at the discretion of the individual school, subject to Trust approval and adherence to this policy.

- The Trust's schools may admit rising threes, subject to available places, staffing ratios, and the child meeting the eligibility criteria for the government's funded early education entitlements.

- For children who have not yet reached their third birthday, eligibility for funded places is generally through the 2-year-old childcare entitlement, if the child and family meet the specific criteria (e.g., receiving certain benefits, child has an EHCP or Disability Living Allowance (DLA), or from April/September 2024, parents are eligible working parents). The funding begins the term after the child's 2nd birthday (or 9-month birthday from September 2024, if eligible working parents).

- The universal 15-hour entitlement for 3 and 4-year-olds begins the term after the child's third birthday. Therefore, a child admitted as a "rising three" (who has not yet had their third birthday) would generally not be eligible for this universal 15-hour funding until the following term.

- A key legal requirement for admitting children who have not reached their third birthday is the mandatory staffing ratio of 1:5 for 2-year-olds (or 1:4 for under 2s), as they must be regarded as two-year-olds for ratio purposes. This required higher staffing level impacts the capacity of the nursery to admit younger children compared to three and four-year-olds (where the ratio is typically 1:8).

- Schools must verify a child's date of birth and identity.

- Schools who admit rising threes and plan to claim funded hours for them should check their eligibility for the relevant 2-year-old entitlement.

4.3 Nursery Over-subscription Criteria

If a school receives more applications for nursery places than are available, places will be allocated according to the following over-subscription criteria, which align with the Trust's commitment to fairness and inclusion:

1. **Looked After Children (LAC) and Previously Looked After Children (PLAC):** Children who are looked after by a local authority or who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

2. **Children with an Education, Health and Care Plan (EHCP):** Children who have an EHCP that specifically names the school.

3. **Children with a Compelling Medical or Social Need:** Children for whom it can be demonstrated that they have a particular medical or social need to attend the school, supported by professional evidence from a doctor, social worker, or other relevant professional.

4. **Children with a Sibling Attending the School:** Children who will have a sibling (brother or sister, step-sibling, foster sibling living permanently at the same address) attending the school (main school or nursery) at the time of admission.

5. **Other Children Based on Proximity:** Children living nearest to the school, measured by straight-line distance from the child’s home address to the main entrance of the school using the Local Authority's Geographical Information System (GIS) or NLPG data. In the event of a tie-breaker, priority will be given to

the child who is eligible for the 2-year-old funded entitlement, if applicable. If still tied, random allocation will be used.

4.4 Nursery Provision Details

- A school's nursery capacity must be agreed with the local authority (for funding purposes) and must meet all requirements of the *Statutory Framework for the Early Years Foundation Stage* (EYFS), including statutory ratios, staff qualifications, safer sleep requirements, screen use guidance, and physical space standards.

- Schools can charge for meals, consumables, additional hours beyond the entitlement, or optional activities; however, parents and carers must not be required to pay for these as a condition of taking up their funded place. Schools maintain a transparent charging policy and inform parents of all potential charges prior to enrollment.

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5. Data Requirements

Schools with early years provision are required to provide data on children in their care via the school census or early years census as appropriate for the individual children and the type of provision. Registered pupils (including 2-year-olds if in the school's age range and registered as pupils) are recorded on the school census. Children attending s27 (governor-run) provision who are not registered pupils are recorded on the early years census. Information such as parent/carer surname, date of birth, and National Insurance or National Asylum Support Service (NASS) number is recorded to check eligibility for Early Years Pupil Premium (EYPP). All data collected will be processed and stored in accordance with the Trust's Data Protection Policy, UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018.

6. Compliance and Review

The trust and its schools adhere to the statutory framework for the early years foundation stage (EYFS), the special educational needs and/or disabilities (SEND) Code of Practice 2015, and all relevant legislation. This policy will be reviewed annually by the trust board, or sooner if required by changes in legislation or DfE guidance, with the next scheduled review by **August 2027**. Objections to the admission arrangements of academies can be made to the schools adjudicator.

For further information or queries regarding admissions, please contact:

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