

Castle Hills Primary Academy



ADMISSIONS POLICY 2025-2026

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
1.0	SL	New Policy	July 2020	Annual
2.0	SL/NH	LET format	Feb 2022	Feb 2023
2.1	NH	Reviewed - Added 1.3, Sections 7 & 8, Revised wording on waiting list Section 6	Feb 2023	Feb 2024
2.2	NH	Review	Feb 2024	Feb 2025

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1. CONTEXT

1.1 Castle Hills Primary Academy is part of Leger Education Trust and administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Castle Hills Primary Academy as part of the Doncaster Local Authority process. Castle Hills Primary Academy will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

1.2 Castle Hills Primary Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.

1.3 Attendance at the nursery at Castle Hills Primary Academy does not guarantee a place in reception. Parents of children attending nursery must make an application for reception on-line through Doncaster Local Authority.

2. CRITERIA FOR ADMISSION

2.1 The Published Admission Number (PAN) is 40 +52 Nursery (26 am & 26 pm number)

3. PARENTAL PREFERENCE

3.1 Parents and carers should apply for a school place through the Primary Admissions page on the City of Doncaster Council website. The Common Application Form (CAF) provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that Leger Education Trust as the Admission Authority for Castle Hills Primary Academy will consider all preferences equally.

4. ELIGIBILITY FOR ADMISSION – OVERSUBSCRIPTION CRITERIA

4.1 Where the number of applications exceeds the number of available places the Trust will apply the following criteria in order of priority.

4.2 After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need naming the school, preferences for the Academy will be sorted in the order of the criterion outlined below.

4.3 Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criterion d) being the final breaker.

a. Looked After Children or Previously Looked After Children

b. The children of parents who are ordinarily resident in the catchment area of Castle Hills Primary Academy.

c. Siblings

d. Other children whose nearest school is Castle Hills Primary Academy.

5. INDEPENDENT APPEALS

5.1 If a place is not offered at Castle Hills Primary Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

6. WAITING LIST

6.1 Pupils will be added to a waiting list for Castle Hills Primary Academy, by Doncaster Local Authority, if they were refused admission. Places on the waiting list will be strictly prioritised by the Local Authority Admissions Team, in criteria order given above and will operate until the end of the autumn term.

7. DELAYING ENTRY TO A RECEPTION CLASS AND PART-TIME ATTENDANCE

7.1 Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

7.2 Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

7.3 Parents can also request that their child attends part-time until the child reaches compulsory school age. The request will be considered by the Trust in consultation with the headteacher in circumstances where it appears to be in the best interest of the child

8. DEFERRING ENTRY OF SUMMER BORN CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

8.1 Parents of summer born children (born between 1 April and 31 August) are currently able to request that their child defer entry to a reception class for a full academic year. When such a request is made, the Admission Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

8.2 If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school.

8.3 Parents should set out their reasons for their request using the Deferred Entry Request Form and send it to the Local Authority during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry which should be made by the national closing date.

Further guidance and the form can be found on the Council Website at www.doncaster.gov.uk/services/schools/primary-admissions

9. IN YEAR ADMISSIONS

9.1 Applications for in year admissions are considered in accordance with the Local Authority's school admissions arrangements.

9.2 Applications should be made on the Local Authority's in year school transfer form and submitted to the Local Authority for consideration.

9.3 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

9.4 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 4.

9.5 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

9.6 If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the Local Authority of an offer of a place, determine a start date, however usually start dates will be at the beginning of a term.

9.7 Pupils are normally admitted to the Academy at the start of the next new term other than with the prior approval of the Headteacher or in circumstances beyond the parent's control, e.g. movement into the Borough.

9.8 Pupils are required to start at the Academy within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

9.9 Repeat applications made for entry to the same year group at the school will not be considered, unless there has been a significant and material change to either the families or the Academy's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

9.10 In accordance with DfE requirements pupils may be admitted under the Doncaster Local Authority's Fair Access Protocol outside of the normal admission arrangements noted above.

APPENDIX A – EXPLANATION OF TERMS

Catchment Area

The associated catchment area is defined by the Don Valley Pyramid of schools (Don Valley Academy, Scawthorpe Castle Hills Primary Academy, Scawthorpe Sunnyfields Primary, Bentley New Village Primary, Bentley High Street Primary, Toll Bar Primary, Arksey Primary, Bentley Kirkby Avenue Primary)

Common Application Form (CAF)

The Common Application Form is the form parents fill in to apply for a place at Primary and Secondary School, which is submitted to the Local Authority.

Looked After Children or Previously Looked After Children

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

Siblings

Children who are living within the same family unit (e.g. stepchildren) who are attending the requested Academy, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

Tie Breaker

Distance from Castle Hills Primary Academy will operate as the final tie break should Castle Hills Primary Academy be oversubscribed from any of its designated priorities as follows:

Children who live nearest to Castle Hills Primary Academy measured in a straight line from the point of the front entrance of the pupil's place of ordinary residence, to the entrance nearest to the main entrance of Castle Hills Primary Academy.

If two or more pupils live equidistant from the school, the distance each student lives by road will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, e.g. giving a false address. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.