



# Devonshire Primary Academy Admissions Policy 25-26



Adopted by Governors/HT: Governors  
Review period: Annually  
Last review date: Mar 2024  
Person responsible for policy: Attendance Officer /  
Deputy Headteacher

## Devonshire Primary Academy Admissions Policy

*The Academy require a copy of your child's birth certificate prior to admission.*

*The absence of a birth certificate could delay your child's admission date.*

*For Preschool Admission information, see Appendix 1 at the end of this document.*

Devonshire Primary Academy is an academy and its Governing Committee is the admissions authority. The Governing Committee has agreed to operate admissions on the same basis as that used by the Local Authority (Blackpool).

Devonshire Primary Academy operates within an equal preference scheme and welcomes all children.

**The planned admission number for 2025/26 is 60.**

### **Application Procedures**

Applications must be made using the Common Application Form, which will be made available by the Local Authority's (LA) School Admissions Team. Applications can also be made online via the LA's website: [www.blackpool.gov.uk/schooladmissions](http://www.blackpool.gov.uk/schooladmissions) or paper copies can be requested from the LA's School Admissions Team from **1<sup>st</sup> September 2024**. Contact details for the LA's School Admissions Team can be found on Page 7 of this policy.

All places will be offered by the LA's School Admissions Team on behalf of the Governing Body, within the primary co-ordinated admissions scheme operational in the LA's area.

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever LA you pay your council tax to. You can apply for a primary school in any area, but you must apply to your home authority. If you live outside the Blackpool area, please contact your home authority to request an application.

*A Lancashire County Council application can be requested by ringing the Pupil Access Team on 01524 581148 or writing to the North Area Education Office at PO Box 100, Pupil Access Team, Lancashire County Council, County Hall, Fishergate Hill, Preston, PR1 0LD. Online application can be made via the website: <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-online-for-a-school-place/>.*

### **Infant Class Size**

The Education (Infant Class Sizes) (England) Regulations 1998 (SI 1998/1973) as amended by SI 2006/3409 prescribed that infant classes must not contain more than 30 pupils with a single qualified teacher. (The School Admissions (Infant Class Sizes) (England) Regulations 2012 – introduces certain exceptions relating to children of multiple births and children of UK service personnel).

### **Oversubscription Criteria**

In the event of the school being oversubscribed, the Governing Committee's criterion gives priority to the following children:

## **1. Our Children** (previously known as Looked After Children (LAC))

This is required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006 and Our Children/Looked After Children from Abroad (IAPLAC). A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation.

Under legislation, children who leave public care through adoption, a residence order or special guardianship order, will continue to be given the same priority although they are no longer looked after by the state.

Also, children who were previously in state care outside of England and have ceased to be in state care as they have been adopted. These are children who were looked after outside of England by a Public Authority, a religious group or another provider of care whose sole purpose it to benefit from society. Parents and carers will be expected to provide evidence of previous looked after status.

## **2. Medical/Social/Welfare**

These are children for whom the LA accepts that there are exceptional medical, social or welfare reasons associated with the child and/or family. These must be directly relevant to the school or academy.

Only exceptional reasons directly relevant to a particular school are considered. If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to a particular school, you must indicate that this is the case on your application.

All applications will be considered but supporting professional evidence will be required to demonstrate exceptional or compelling reasons why only a specific school can cater for a particular child's needs. This must set out the reasons and the level of risk to the child or family. In addition, it must set out the reasons why the school in question is the only suitable school as well as identifying difficulties associated with the child attending an alternative school.

Please note that all schools and academies are able to make provision for special educational needs. All schools and academies can also manage common conditions e.g. asthma, epilepsy, diabetes.

Only exceptional reasons directly relevant to a particular school are considered. Admission authorities will only give priority to the child for the preferred school or academy if the submitted evidence unequivocally proves the circumstances and demonstrates why any alternative schools would be unsuitable.

## **3. Siblings**

Priority is given to children who have siblings attending Devonshire Primary Academy at the time of application and allocation (the national statutory offer date). This includes full brothers and sisters, half brothers and sisters, stepbrothers and stepsisters and adopted and foster brothers and sisters who are living with the same family at the same address. Full brothers and sisters who do not live at the same address will still be given priority as

siblings. Half, step, adopted and foster brothers and sisters who do not live at the same address will not be classed as siblings.

#### **4. Distance**

The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.

Blackpool Council determines the distance from the applicant's home address to the school with the nearest to a preferred school having priority for a place. The distance between the applicant's home and school or academy is measured using the Council's geographic information system and as a straight line between the Council Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school. The LLPG is a point within the boundary of the property and is usually located at its centre.

If the Council is unable to determine eligibility on distance, for example because two or more addresses are equal distance from the school, then a random allocation will determine the offer. In the event that random allocation is required, somebody independent of the Children's Services Department and the academy would supervise the process and parents would be eligible to attend.

#### **Late Applications**

***Applications submitted after the statutory closing dates will not be accepted and processed with on time applications. This includes registered on-line applications where the applicant has not pressed to submit.***

Only in exceptional circumstances, and where parents provide appropriate evidence, will those applications received after the closing date (but before offers of places have been finalised) be considered concurrently with those applications received on time. We usually finalise offers around two weeks prior to the national statutory offer date. The circumstances that might justify a late application include, but are not restricted to, the long-term illness of a single parent/carer during the application period, which might have reasonably impinged upon their ability to submit an application on time.

For under subscribed schools it may be possible to consider late applications up to the school's published admission number.

We will refer late applications for academies to the admission authority who may liaise with the School Admission Team.

#### **Change of Preference**

Applicants may not change their preferences after the closing date, unless there is a significant reason for doing so, for example, if you move address. **You will be unable to access the on-line system after the closing date.** Any requests for a change of preference should be made in writing and with evidence to demonstrate the reasons for your changes.

Parents requesting a place at Devonshire Primary Academy, either because they are new to the area, or because they are wishing to transfer from another local Primary School will be required to complete a common application form, allowing them to express up to three preferences. The admission of all students to Blackpool schools will be co-ordinated by the School Admissions Team.

### **Waiting Lists**

The School Admissions Team will establish and maintain a waiting list for each school and any academy that has delegated this responsibility. The waiting list will be maintained until the end of the Autumn Term in the admission year (31st December).

After the LA have confirmed offers, parents may request that their child's name is placed on the waiting list for any school or academy that was not an original preference (this includes those who relocate within the area after initial offers and new to area children in the relevant year groups).

If a vacancy occurs which will take the school below its published admission number (PAN); the place will be offered from the school or academy waiting (reserve) list in accordance with its admission policy.

The School Admissions Code requires that the waiting list reflect the priority for admission determined within each school or academy's determined admission policy. Priority is not associated with first come first served or length of time resident within an area. A new applicant, who has a higher priority according to admission criteria, would rank higher than those that have been on the list for some time.

Parents who intend to appeal against the LA's decision not to offer a place at a preferred school should do so irrespective of having their child's name placed on the waiting list. An independent appeal panel cannot consider a child's position on the waiting list. The independent appeal panel cannot allocate places above a published admission number based on waiting list priority.

### **Appeal Arrangements**

Parents have the right to have an appeal for any school or academy where they have applied for a place and been refused admission. This includes all three initial preferences and any refusals generated by later enquiries.

Applicants can also appeal for any school or academy that was not an original preference.

Applicants who intend to appeal for Devonshire Primary Academy must complete a Blackpool Council Appeal Form, available from the School Admissions Team.

All appeals will be co-ordinated by Blackpool Children's Services Department.

### **Fraudulent Applications**

Where a place has been allocated because of inaccurate or misleading information, for example, in relation to a false address, the original offer can be withdrawn. The LA will investigate any discrepancies which become known. Where places are withdrawn, the application will be

reconsidered and a school or academy offer will be confirmed which may be different to the initial offer. Parents retain their rights of appeal.

### **Fair Access Protocol (FAP)**

Blackpool Council has a Fair Access Protocol that operates for in-year admission requests outside of the annual intake process. This aims to ensure that unplaced and vulnerable children who may present challenging behaviour receive an offer of a school place or alternative provision as quickly as possible.

Blackpool Council's FAP follows the requirements of the School Admissions Code and has been agreed with primary and secondary schools and academies. Details of the FAP can be found on Blackpool Council's website.

The FAP allocates places via a monthly meeting and can allocate to year groups in schools and academies, which are already full or oversubscribed.

### **Elective Home Education (EHE)**

Parents are strongly advised to contact the LA's School Admissions Team about the responsibilities which will be placed upon them should they decide to home educate. EHE advice is available – telephone 01253 476713 or 476721.

### **In Year Admissions and First Day Protocol**

#### **1<sup>st</sup> Day of Term Protocol**

The Education Act 1996 allows admission authorities to limit in-year transfers to the start of the following school term.

This means that where there are available places, and the transfer is agreed, this will usually be from the start of the next school term.

*Your child must continue to attend the place at their current school/academy until the agreed transfer date.*

#### **Exceptions to the 1<sup>st</sup> of Term Protocol**

The protocol does not apply to new to area families where the child(ren) do not already have places. It also does not apply to children returning from Blackpool's Pupil Referral Unit (Educational Diversity) to mainstream.

Exceptions for earlier transfers must be agreed between schools and academies. These are admission authority decisions.

**Blackpool (LA) School Admissions Team**

01253 476474 / 476637 / [schoolaccess@blackpool.gov.uk](mailto:schoolaccess@blackpool.gov.uk) for ROUTINE ADMISSIONS  
01253 476446 / 476637 / [schoolaccess@blackpool.gov.uk](mailto:schoolaccess@blackpool.gov.uk) for NON-ROUTINE ADMISSIONS  
01253 476713 / 476721 / [electivehomeeducation@blackpool.gov.uk](mailto:electivehomeeducation@blackpool.gov.uk) for ELECTIVE HOME  
EDUCATION

**Further Documentation**

*Ctrl and Click on the heading to view the document below.*

[DfE School Admissions Code](#)

## Appendix 1

### Admission to Devonshire Preschool

*The Academy require a copy of your child's birth certificate prior to admission.  
The absence of a birth certificate could delay your child's admission date.  
Attendance in the Preschool does not guarantee a place in the Primary Academy.*

#### Introduction

Devonshire Preschool provides care for children that are three years of age. The PAN is 52, though this total may be made up of AM / PM / Full Time / Flexi sessions.

In the first instance, children are admitted to Preschool at the start of the academic year, one year before the child reaches statutory school age. In some cases, places are available for longer and a child may be offered a place from the term after which they have their third birthday.

Children attending Preschool are expected to complete at least three terms, unless there are exceptional circumstances.

#### 15 / 30 Free Hours Childcare

##### 15 Hours

Parents/carers of those attending Devonshire Preschool may access fifteen hours' free Preschool education, provided by Blackpool Council and funded through the Preschool Education Grant. For further information, please visit: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>. Devonshire Preschool also offers a limited number of 'additional hours' for which there will be a charge that is payable a week in advance (please see Appendix 2).

##### 30 Hours

Devonshire Preschool is also registered as an approved childcare provider to receive 30 hours' Preschool education for those parents/carers that are eligible.

You can apply to receive 30 hours' Preschool education when your child is 2 years and 36 weeks old.

<b><i>When your child turns 3</i></b>	<b><i>When they can get 30 hours from</i></b>	<b><i>Recommended time to apply</i></b>
<b><i>1 September to 31 December</i></b>	<i>Term starting on or after 1 January</i>	<i>15 October to 30 November</i>
<b><i>1 January to 31 March</i></b>	<i>Term starting on or after 1 April</i>	<i>15 January to 28 February</i>
<b><i>1 April to 31 August</i></b>	<i>Term starting on or after 1 September</i>	<i>15 June to 31 July</i>

You can apply outside of these recommended dates but you might not receive your code in time. You must have a valid code by the end of the month before a new term starts. If you do not apply in time, you will be responsible for paying for any childcare fees incurred.

Please note, you have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid. If you do not reconfirm your eligibility in time, you will be responsible for paying for any childcare fees incurred.

For further information, please visit: <https://www.gov.uk/30-hours-free-childcare>



## **Applications**

Parents/carers can register an interest in a Preschool place by completing an expression of interest form when their child is two years old, but places will not be allocated by length of time on the list. The completion of an expression of interest form does not guarantee a place in Preschool.

The arrangements for the admission of pupils to the Preschool rest with the Headteacher and the Governing Committee, who manage admissions on behalf of the Local Authority (LA).

Applications should be received no later than the last term time Friday in May for the following Autumn Term start. Parents/carers will be notified of the allocation of a place by the third week of June. Those who were unsuccessful in securing a place will be informed in writing; the letter will inform them that they may appeal to the Governing Committee's Admissions Appeal Committee. The decision of the Committee will be binding on the applicant and the school.

## **Admissions Procedure**

- Where there are more applications than places, all applications received by the deadline will be considered using the over-subscription criteria only.
- All information given by the parent/carer must be regarded as confidential, but must be made available to those considering the application.
- Applications for places will be considered by a committee of the Governing Committee or the Governing Committee may delegate this task to the Headteacher and at least one other member of staff nominated by the Governing Committee.
- When the provision is full, a waiting list will be established in the over-subscription priority order. When places become available children will be allocated from the waiting list.

## **Over-Subscription Criteria**

When the number of applications for admission exceeds the number of places available, the following criteria will apply in order:

### **1. Our Children** (previously known as Looked After Children (LAC))

This is required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006 and Our Children/Looked After Children from Abroad (IAPLAC). A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local education authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.

Under legislation, children who leave public care through adoption, a residence order or special guardianship order, will continue to be given the same priority although they are no longer looked after by the state.

Also, children who were previously in state care outside of England and have ceased to be in state care as they have been adopted. These are children who were looked after outside of England by a Public Authority, a religious group or another provider of care whose sole

purpose it to benefit from society. Parents and carers will be expected to provide evidence of previous looked after status.

## **2. Medical/Social/Welfare**

These are children for whom the Local Authority accepts that there are exceptional medical, social or welfare reasons associated with the child and/or family. These must be directly relevant to the school or academy.

Only exceptional reasons directly relevant to a particular school are considered. If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to a particular school, you must indicate that this is the case on your application.

All applications will be considered but supporting professional evidence will be required to demonstrate exceptional or compelling reasons why only a specific school can cater for a particular child's needs. This must set out the reasons and the level of risk to the child or family. In addition, it must set out the reasons why the school in question is the only suitable school as well as identifying difficulties associated with the child attending an alternative school.

Please note that all schools and academies are able to make provision for special educational needs. All schools and academies can also manage common conditions e.g. asthma, epilepsy, diabetes.

Only exceptional reasons directly relevant to a particular school are considered. Admission authorities will only give priority to the child for the preferred school or academy if the submitted evidence unequivocally proves the circumstances and demonstrates why any alternative schools would be unsuitable.

## **3. Siblings**

Priority is given to children who have siblings attending Devonshire Primary Academy at the time of application and allocation (the national statutory offer date). This includes full brothers and sisters, half brothers and sisters, stepbrothers and stepsisters and adopted and foster brothers and sisters who are living with the same family at the same address. Full brothers and sisters who do not live at the same address will still be given priority as siblings. Half, step, adopted and foster brothers and sisters who do not live at the same address will not be classed as siblings.

## **4. Distance**

The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the school immediately.

Blackpool Council determines the distance from the applicant's home address to the school with the nearest to a preferred school having priority for a place. The distance between the applicant's home and school or academy is measured using the Council's geographic information system and as a straight line between the Council Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school. The LLPG is a point within the boundary of the property and is usually located at its centre.

If the Council is unable to determine eligibility on distance, for example because two or more addresses are equal distance from the school, then a random allocation will determine the offer. In the event that random allocation is required, somebody independent of the Children's Services Department and the academy would supervise the process and parents would be eligible to attend.

### **Phased Admission Policy**

Prior to starting Preschool, children and their parents/carers are visited at home by a team of two Preschool staff. During this visit, the admission form is completed and a starting date is arranged and agreed.

- Starting dates are chosen, arranged and communicated to parents by Preschool staff.
- Preschool staff arrange a mix of gender and dates of birth in each group.
- To ensure a smooth transition between home and school we admit the children in small groups. This helps the children to become familiar with their new surroundings and to talk to the adults who will be working alongside them.
- On the first day, parents/carers are invited to bring their children at a previously arranged time to ensure all the children have an equal opportunity to work with the Preschool staff and to make sure they are happy and settled in their new environment. Parents should leave their child with Preschool staff at the Preschool door.

Children with special educational needs may be admitted at a later date, after consultation between the parents, the SENDCO/ Headteacher and the LA.

### **Occasional Vacancies**

Vacancies may arise during the year for a number of reasons. All admissions will be in conformance with agreed criteria, in accordance with this policy, and records kept of decisions made.

Appendix 2

Devonshire Preschool Additional Hours Agreement

**DEVONSHIRE PRIMARY ACADEMY PRESCHOOL ADDITIONAL HOURS**

**TERMS AND CONDITIONS**

- Additional sessions are available in blocks of 15 hours only at a cost of £60.00 per week. This does not include the cost of a school dinner, which are charged at £1.64 per day.
- When your child joins the Devonshire Primary Academy Preschool additional hours scheme, fees must be paid promptly in order for their place to remain secure. Full payment of £60.00 must be paid in advance of the first session of the week.
  - Payment by Parent Pay is preferable and will show as a credit on your account instantly.
  - Payment at a Pay Point shop is possible but must be done 48 hours in advance of the first session of the week.
- Failure to make payment in advance will result in the school requesting you to collect your child ahead of any paid session. For example, if your child attends AM sessions and you have not made payment for additional PM sessions, you will be asked to collect your child at the end of the AM session. If children are not collected, the school will action 'Left Child' protocol and contact Pupil Welfare.
- Failure to make payment in advance on 3 occasions will result in the school withdrawing your child's additional hours. Additional hours cannot be reinstated once they have been removed following non-payment and the place will be offered to other pupils.
- Non-payment will be dealt with in accordance with the school's Debt Management policy, a copy of which is available on the school website.
- The Preschool is staffed according to OFSTED guidelines and maintains the recommended ratio of adults to children. For this reason, we are unable to remove a session fee or offer a discount if your child is on holiday or absent due to sickness or another reason.
- Anyone wishing to cancel additional hours must provide two weeks' notice in writing to the school office. If you have not informed us in advance, fees are still liable to be paid by the parent within this period, even if your child does not attend the setting for the final two weeks.

*Signing the Terms and Conditions will act as confirmation that you have read and understand the detail contained within, you agree to make prompt payment and understand that non-payment may result in additional hours being withdrawn.*

Child's name: \_\_\_\_\_ Child's class: \_\_\_\_\_

Parent's name(s): \_\_\_\_\_

Offer of additional hours: 15 hours

Start date of additional hours: \_\_\_\_\_

Weekly payment: £60.00 (£12.00 per session)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_