Admissions Policy

2027/2028

Approved by:	Catalyst Academies Trust
Last reviewed:	June 2025

Proposed Admission Arrangements

Primary schools 2027/28

Quarry Hill Academy

The Academy has a Published Admission Number (PAN) for the following year groups:

a. Nursery – 60 places (based on a part time basis of 60 places in the morning and 60 places in the afternoon)
b. Reception (EYFS) – 60 pupils per cohort, 30 pupils per class
c. KS1 (Yr 1-Yr 2) – 60 pupils per cohort, 30 pupils per class
d. KS2 (Yr 3- Yr 6) – 64 pupils per cohort, 32 pupils per class (exception of year groups with LA bulge*)

*in these cases the school has already taken an additional 30 pupils over PAN, and these bulge year groups will remain at a limit of 30 pupils per class

Nursery:

For a space in our Nursery, please speak to a member of the school office staff who will provide you with an application form. Places for our Nursery are allocated on a first come first served basis. There is no appeal process against the refusal of a place.

The Nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in the order of the receipt of applications.

Admission to Reception

Each year the parents of children who are aged 4 within the academic year must apply for a school place for the following September. Even if you do not want your child to start full time schooling until reaching statutory school age in the term following their fifth birthday you should apply during this time. Information will be given to all parents giving details of the schools available, ways in which to apply and a deadline. Applications received after this deadline date will be dealt with after all 'on-time' admission applications have been dealt with.

Parents of children who have a place at our Nursery should note the following information:

- Parents of children who are admitted for Nursery provision **must** apply for a place at the school (via Thurrock Council) if they want their child to be admitted to the main body of the school for their reception year.
- Attendance at our Nursery does not guarantee admission to the school.
- Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in the school year for which the original application was accepted.
- Parents can request that their child attends part-time (15 hours) until the child reaches compulsory school age.

Reception – Year 6:

If you wish to apply for a space in any year group from Reception to Year 6, at any time during the year, applications must be made via Thurrock Council. Admissions authorities for primary schools must provide for the admission of all children in the September following their fourth birthday.

Contact details for Thurrock are as follows:

Website:

https://www.thurrock.gov.uk/school-admissions

Phone number:
01375 652652

In Person:
Thurrock Council Civic Offices, New Road, Grays, RM17 6SL
(Office hours: 8:45am to 5:15pm, Monday to Thursday, and 8:45am to 4:45pm, Friday)

Criteria

If there are fewer requests for places at a school than the published number to admit, then the Local Authority is able to agree to all requests. Where there are more applicants than places, the Local Authority is required to have a criteria for deciding which requests have priority. These form the Local Authority's Admissions Policy, which is published annually in the booklet Primary Education in Thurrock and on Thurrock Council's website.

Where there are more applicants than places, the following oversubscription criteria (admission criteria) will be used for deciding which applications have priority. These criteria are set out below in the order in which they are applied.

1.**Looked after children and previously looked after children** – Children in public care and children previously looked after will automatically be given first priority over other categories where priority is claimed on the application form and validated by the local authority.

2.**Special reasons** – Priority for admission may be given where there are exceptional social, medical or educational reasons for admission to a particular school. These reasons must be supported by evidence from a relevant professional (e.g. a doctor or a social worker) and must be submitted with the application for admission. The purpose of this criterion is to give priority to pupils with a specific need that can be met specifically at one school rather than another. The threshold for a successful application under this criterion is high and such cases are likely to be rare since all schools are able to offer support and facilities for a wide range of needs.

3. **Admission of children eligible for Early Years Pupil Premium at the time of application** -
Up to 10% of places to be allocated to children eligible for the Early Years Pupil Premium funding at the time of application who live in the school catchment area. If you wish to be considered under this criteria, please complete the Trust Supplementary form which can be downloaded from the school website. The completed supplementary form must be submitted at the time of application, the Trust will not accept late supplementary forms. Where there are more applications that meet this criteria than the allocated 10% of places, places will be allocated by the use of a ballot system, which will be independently operated.

4.**Admission of children of staff members -** Children who live with staff members, who are the parents, carers or guardians, where the member of staff has been employed at Quarry Hill Academy for two or more years at the time at which the application for admission to Quarry Hill Academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5.**Catchment area siblings** – Children whose normal place of residence is in the catchment area of the school at the closing date for applications, and who will have a sibling at the school at the point of admission, in distance order with those living closer having higher priority.

6.**Catchment area children** – Children whose normal place of residence is in the catchment area at the closing date for applications in distance order with those living closer having higher priority.

7.**Non-catchment area siblings** –Children whose normal place of residence is outside the catchment area of the school at the closing date for applications and who will have a sibling at the school at the point of admission in distance order with those living closer having higher priority.

8.**Non-catchment area children** –Children whose normal place of residence is outside the catchment area at the closing date for applications in distance order with those living closer having higher priority. Further information about admission criteria – community and voluntary controlled schools.

In line with the Admissions Code, 1.4, the Admissions Authority reserves the right to refuse admission if this will prejudice the provision of efficient education or efficient use of resources

Distance
The distance measurement used is the shortest straight line distance from home to school. For most schools the straight line distance measurement is taken from the front door of the home address to the main school gate. Addresses within the same apartment block will be regarded as a tie and resolved using the tie breaker.

Home Address
The child's home address provided on the application must be the child's **current permanent place of residence.** We will not accept any future addresses as a basis for allocating school places. If a family moves after submitting an application the School Admissions Team must be informed so that the application is considered using the correct address for admission purposes. Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort I made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. Where the required evidence of address can not be provided, or we are not satisfied as to the validity of an address, further investigations will be conducted. The Trust reserves the right to seek verification of the information parents / carers have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information. Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.

Siblings

For the purpose of allocating places siblings will be defined as
- Full siblings living at the same address
- Step siblings living at the same address
- Half siblings living at the same address
- Long-term foster siblings living at the same address at the date of application and admission

Children attending a school Nursery class

Admission to or attendance at a school Nursery class does not guarantee, or give any priority, for admission to the main part of a primary or infant school.

Multiple births

When there are not enough places remaining in a particular criterion to allow all children from a multiple birth to be admitted within the published admission number, the local authority will admit the others as excepted pupils in the terms of the infant class size legislation so as to allow all children from that multiple birth to attend the same school.

Tie breaker

In circumstances where more than one child is entitled to the same place the place will be offered using the random allocation system (a lottery). This process will be administered by the school admissions service and supervised by an independent witness.

Other offers

Applications that are not met with an offer of a preferred school will receive an offer at the catchment school if there are vacancies or at the next nearest school with vacancies. Distance measurement used to assess the next nearest school is shortest walking distance.

Reception Year Deferred Entry and part-time admission (for pupils below compulsory school age)
Parents of summer born children (born between 1 April and 31 August) may **request** not to send them to school until the September following their fifth birthday and may **request** that they are admitted outside their normal age group – to reception rather than Year 1. **The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded. If the request is not made at the same time as the online application, we may not be able to consider this at a later date.** The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child.

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need

to be made for the following September and this will be considered along with all applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

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

Deferred Admission:
Parents may also defer their child's start for a term or two (until they are compulsory school age). Applications must be made online as usual. Once a school place has been allocated, parents will need to write to the Headteacher to request deferred admission.
The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception) in a school with availability.

Part time Admission:
Reception class places are allocated as full time from the September after the child's fourth birthday. However, parents may choose to consider part time admission. This may be preferable to deferring the child's entry until later in the school year. Parents will need to write to the Headteacher to request this, and discuss whether this can fit into the organisation of the school.

Locally Agreed Protocols:
The school is committed to taking its fair share of children who are vulnerable and / or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the admisions authority