

**Admissions Policy for Silver Springs Primary Academy**

**2027-28**

**Date Approved:** November 2025

**Review Date:** November 2026

## Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

## Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions
- A child is regarded as having 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.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## Published Admission Number (PAN)

This is the number of pupils in each year group that the admission authority (Great Academies Education Trust) has agreed will be admitted. The PAN for Silver Springs Primary Academy in 2027 / 28 academic year is **60**

## How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 6 state-funded schools, in rank order.

To access the Additional Resource Base Provision an Education Health Care Plan, EHCP, is required. The Local Authority where the child lives can consult with the school for the Additional Resource Base Provision. The EHCP process will determine the final placement.

You will receive an offer for a school place directly from your local authority.

## Please note:

- pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.
- places at the Additional Resource Base Provision will require an EHCP, places will be allocated via the Local Authority EHCP consultation process.

## Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Parents considering requesting a place for their child outside of their normal year group should contact the school in the first instance.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## Procedures for Reception entry

**The admission arrangements are:**

- a) There are 60 places in Reception.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Tameside local authority's [website](#). Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.
- d) Pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

There is also a separate Additional Resource Base Provision for which an Education Health Care Plan, EHCP, is required. The local authority where the child lives can consult with the Academy for the Additional Resource Base Provision. The EHCP process will determine the final placement. These places are decided separately to the process outlined below.

## Oversubscription criteria

The Academy has an agreed admissions number of 60 children for entry in Reception. The Academy will admit up to 60 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 60 or fewer apply.

If the Academy is oversubscribed, after the admission of children with an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked-after. See note 1 for a definition of these terms.  
Those wishing to apply for a previously looked-after child need to submit documents to confirm the eligibility when they complete the local authority CAF / CPF.
- b) Children who have exceptional social or medical need, supported by a written recommendation from an independent medical professional such as the child's paediatrician / consultant or an independent professional from Children's Services. The recommendation **must** explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

Those wishing to apply under this category need to complete the Secondary Special Circumstances Form and submit this, along with any evidence, directly to the local authority.

A panel from the Academy Trust will decide whether to admit the child under this criterion, using the evidence provided. Parents / carers are responsible for providing all information in support of an application by the closing date. All information provided will be treated in the strictest confidence.

- c) Children whose siblings live at the same address, currently attend the Academy, and who will continue to attend the Academy on the date of admission (see note 2 for a definition of sibling).
- d) Admission of children based on the distance in a straight line from the child's home address using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

## Tie-break

If demand exceeds places at points c), d or e), places will be decided based upon the distance (proximity) of the home address (see note 3) to the Academy, with those who live closest receiving priority for the place / s. If there are two or more children from equidistant addresses but only one place remains, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling / s will also be offered a place / s above the admission number.

#### Notes

1. A looked-after child is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989).  
A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, child arrangements order or special guardianship order and includes those who appear (to the local academy board) to have been in state care outside of England<sup>1</sup> and ceased to be so because of being adopted.
2. In addition to brothers and sisters, the term sibling includes half, adopted, step or foster brothers or sisters living at the same address. It also includes children sharing a house, where it can be demonstrated that they are residing permanently at the same address.
3. 'Home address' is identified as the permanent address where the child usually lives with their parent or carer (the person who holds parental responsibility for the child). Where shared care arrangements are in place and a child lives equally with both parents, the parents must agree which address will be used on the application to their local authority. Parents may be requested to supply documentary evidence to support the address used for the application. If the arrangements are not split equally between both parents, then the address used should be the address where the child spends most of the school week.
4. The applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top of the list to the biggest number at the bottom.

The randomisation process will be overseen by an independent person not connected to the Academy.

#### Late applications

Late CPF / CAF applications will be administered in accordance with the local authorities coordinated schemes. Where applications are received after the deadline, this may affect your chances of being offered a place at the Academy as the application will be considered after those that were received on time.

#### In-year admissions

The funding agreement for the Academy dictates how many students it will be funded for in total. The Academy plans its operations such as staffing, timetabling, and provision of resources based on the funding received; this equates to the following provision.

- There are 420 places across the year groups Reception to Year 6

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

Where vacancies occur, places are not offered based on the length of time children have been on the list but are filled in coordination with the local authorities and in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies more highly within the criteria than children already on the list because each time a child is added, the list will be ranked again in line with the published oversubscription criteria. Looked-after children, previously looked-after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.

Applications should be made on Tameside local authority's In Year Common Preference Form (ICPF) which is available on the local authority's [website](#). The local authority will then contact you to advise you if a place can be offered or not.

#### Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

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<sup>1</sup> A child is regarded as having 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.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from learning, social or medical issues impacting his or her schooling.

For applications at the point of entry (Reception) the request should be submitted before the deadline for applications. For applications in-year, the request should be submitted at the same time the in-year application is made.

When such a request is made, a panel of the Academy Trust will decide based on the circumstances of the case and in the best interest of the child concerned, considering the view of the principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the academy in the first instance, to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Included with the e-mail or letter should be any evidence in support of their case; some of the evidence a parent might submit could include:

- information 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

The panel of the Academy Trust will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the request is refused, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

## **Additional Resource Base Provision**

- Entry into the Additional Resource Base Provision requires an EHCP, the consultation and EHCP process will determine entry.
- The Additional Resource Base Provision admission is in addition to the PAN.

## **Children of UK Services Personnel**

The Trust acknowledges that service families are subject to movement within the UK and from abroad. Although the council is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

## **Waiting list**

For admissions in the normal admissions round, if there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. The school operates its waiting list for the statutory period of up to the 31st December.

## **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing using the appeals process for the Local Authority in which the school is situated.

You can find details of the school's appeals timetable on the following webpage:

[Admissions | Silver Springs Primary Academy \(greatacademies.co.uk\)](http://Admissions | Silver Springs Primary Academy (greatacademies.co.uk))

## **Monitoring arrangements**

This policy will be reviewed and approved by Great Academies Education Trust every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust will publicly consult on these changes.