Admissions Policy (Primary)

2025/26

Primary School Admissions Policy

1 Regulations

1.1 Regulations published under the School Standards and Framework Act 1998 require admission arrangements for 2025/2026 to be determined by the Trust Board by February 2024, following a period of consultation between October 2023 and January 2024, if there are proposed changes.

1.2 The Secretary of State has issued guidance in the Code of Practice on School Admissions. The Local Authority and other admission authorities are required to act in accordance with the Code of Practice. Hull City Council is responsible for coordinating all admissions in their area and making offers of places. Further details are on the council's website at www.hullcc.gov.uk/admissions.

1.3 The allocation of school places is based on parental preference. Parents can apply for a place at any school irrespective of where they live. Only where there are more preferences submitted for a school than there are places available would the 'nearest school' admission criteria be used along with any other criteria to determine which applicants take priority for the places.

1.4 The Constellation Trust is the admission authority for the following Primary Schools:

- Appleton Primary
- Bricknell Primary
- Francis Askew Primary
- Paisley Primary
- Rokeby Park Primary
- Stoneferry Primary
- Victoria Dock Primary

The Constellation Trust will follow the Local Authority Co-ordinated Scheme. The timetable for admissions is available on the Hull City Council website.

2 Admissions Criteria

2.1 The Published Admission Number (PAN) for each primary school with the Constellation Trust are as follows:

School	Admission number
Appleton Primary	30
Bricknell Primary	90
Francis Askew Primary	60
Paisley Primary	45
Rokeby Park Primary	30
Stoneferry Primary	30
Victoria Dock Primary	45

Pupils will not be admitted above the Published Admission Number (PAN) unless exceptional circumstances apply.

2.2 **Right of appeal**
All parents have the right of appeal against their allocated school. Appeals must be made in writing to: IPC services (1 Brooklands, HULL HU7 4WA).

2.3 **Waiting Lists**
All schools must keep a waiting list for those children who were not allocated a place during the normal admission round. All new applications will be added to the list according to the published over-subscription criteria. Looked after children or children allocated under Fair Access arrangements take precedence over children on the waiting list.

2.4 **Admission out of year group or deferred admission**
The Constellation Trust does not accept applications outside of the normal age range group. However, for those parents of summer born children who should be admitted into reception of the September, deferred entry can be requested. Each case will be assessed individually.

2.5 **Fraudulent applications**
The Constellation Trust reserves the right to withdraw a school place offered during the normal admission round if the application is proved fraudulent.

3 Admission Arrangements

3.1 These admission arrangements set out how many children the primary schools within The Constellation Trust will admit within each admission round and how they will decide which applicants will qualify for places if the number of applicants is more than the number of places available.

All Trust Primary Schools
Applications for pupils with a statutory assessment of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs 2014. Where a school is named on a child's Educational and Health Care Plan (EHCP) following consultation with the Head and Governors, the governing body is required to admit the pupil. After allocation of children with EHCP, where the applications are greater than the remaining places the following criteria will be applied in the order set out below:

1. Looked after children and all previously looked after children. A previously looked after child means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

2. Being resident in the catchment area of the school (see note (ii) below)

3. Having a sibling who will be attending the school at the expected time of admission. (See note (i) below)

4. Children of staff, if the member of staff has been employed by the school for a minimum of two years and/or has been recruited to fill a post for which there is a demonstrable skill shortage.

5. Geographical, with priority given to those living nearest to the school. (See notes (ii) and (iii) below).

Notes

(i) Siblings include:

- Children with the same natural parents living at the same address.
- Children with the same natural parents living at different addresses.
- Half-brothers/sisters living at the same address.
- Stepbrothers/sisters living at the same address.
- Children living as part of the same family unit with their parents/guardians at the same address.

(ii) Residence is defined as the normal family address where the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e., Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths alongside roads marked on the current street map of the city. (The exception to this is Bricknell Primary School also includes the maintained footpath along St Ninian's Walk for access to the school.) Hull City Council uses Route finder, a computer mapping system to make measurements.

Criteria 3, 4 and 5 will be used as a tiebreaker for other criteria. If the school is over-subscribed from within its catchment area after the allocation children with EHCP and children under criteria 1, then the brothers/sisters, children of staff and geographical criteria will be used in that order as tiebreakers.

4 In Year Applications for places

Parents/carers wishing to apply during the academic year should contact Hull City Council Admissions Department and complete a transfer form. Primary Schools will then be consulted regarding any possible allocations.

Hull City Council must have a Fair Access Protocol, which gives details of how vulnerable pupils are allocated to schools. The Constellation Trust complies with this policy.