



**PENK VALLEY  
ACADEMY TRUST**

*Learning  
Together*

## ***Admission Arrangements for the Academic Year 2027/2028 Policy***

<b>Adopted by Trustees:</b> Spring 2026	
<b>Signed:</b>	<i>Mark Roberts</i>
<b>Date:</b>	Spring 2026
<b>This policy is reviewed annually by the Trust Board.</b>	
<b>Next Review date:</b>	Autumn 2027



## POLICY INFORMATION

<b>Date of last review:</b>	Spring 2026	<b>Review period:</b>	Annually
<b>Date ratified by Trustees:</b>	Spring 2026	<b>Trustee committee responsible:</b>	Trust Board
<b>Policy owner:</b>	Chief Executive Officer	<b>Executive team member responsible:</b>	Chief Executive Officer

## Reviews/revisions

Review date	Changes made	By whom
November 2025	Up to date policy for 6-week consultation with stakeholders – compulsory every 7 years – last consultation was April 2018 – Consultation will run to 16 <sup>th</sup> January 2026. • SJF – now accept 2-year-olds into Nursery.	CEO/Leadership Team

## Equality and GDPR

All Penk Valley Academy Trust policies should be read in conjunction with our Equal Opportunities and GDPR policies.

### Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

### Statement of principle – GDPR

Penk Valley Academy Trust recognises the serious issues that can occur as a consequence in failing to protect an individual adult’s or child’s personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Penk Valley Academy Trust is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

**Penk Valley Academy Trust** will be referred to as **PVAT** for the remainder of the document which includes all schools who are members of PVAT, business operations and centralised services.

## Contents

- [1. Aim](#)
- [2. Nursery Provision](#)
- [3. Admission Arrangements for First, Middle and High Schools \(Normal Age of Entry\)](#)
- [4. Deferred Entry to Reception](#)
- [5. Admission Outside the Normal Age Group](#)
- [6. Late Applications \(First, Middle and High Schools\)](#)
- [7. Repeat Applications](#)
- [8. In-Year Admission Arrangements \(including Sixth Form\)](#)
- [9. Oversubscription Criteria](#)
- [10. Additional Notes](#)
- [11. Right to Appeal](#)
- [12. Published Admission Numbers \(PAN\) for PVAT Schools 2027/28](#)

# Admission Arrangements for PVAT

## Academic Year 2027/28

### 1. Aim

This policy sets out the admission arrangements for Penk Valley Academy Trust (PVAT) schools for the academic year 2027/28.

These arrangements have been determined in accordance with the School Admissions Code 2021 and the School Standards and Framework Act 1998.

### 2. Nursery Provision

Children may be admitted to PVAT nursery provision as follows:

- Marshbrook First School – from the term after their 2nd birthday.
- Princefield First School – from the term after they turn 3.
- St John’s CofE First School – from the term after their 2nd birthday.
- St Mary & St Chad CofE First School – from the half-term after their 2nd birthday.

Admissions are subject to the terms of registration with Ofsted. Places are allocated on a half-termly basis (unless otherwise specified) upon receipt of a completed registration form.

Registration cut-off dates:

Start Date	Registration Cut off Date
Autumn 1 (September)	End of Summer Term 1 (May)
Autumn 2 (October)	End of Summer Term 2 (July)
Spring 1 (January)	End of Autumn Term 1 (October)
Spring 2 (February)	End of Autumn Term 2 (December)
Summer 1 (May)	End of Spring Term 1 (February)
Summer 2 (June)	End of Spring Term 2 (March/April)

PVAT will seek to meet parental preference wherever possible. Where applications exceed available places, the **oversubscription criteria (see Section 9)** will be applied.

### 3. Admission Arrangements for First, Middle and High Schools (Normal Age of Entry)

- **First Schools (Reception):** Full-time places are available in September of the academic year in which the child turns 5.
- **Middle Schools (Year 5):** Full-time places are available in September of the academic year in which the child turns 10.
- **The Rural Enterprise Academy (Year 7):** Full-time places are available in September of the academic year in which the child turns 12.
- **Wolgarston High School (Year 9):** Full-time places are available in September of the academic year in which the child turns 14.

Parents have the right to express a preference for a school under **section 86 of the School Standards and Framework Act 1998**. However, there is no guarantee of a place at the preferred school.

Where applications exceed the school's **Published Admission Number (PAN)**, places will be allocated according to the **oversubscription criteria (see Section 9)**.

### 4. Deferred Entry to Reception

Parents may request that their child:

- attends Reception on a part-time basis; or
- defers entry until later in the same academic year, but no later than the term following the child's 5th birthday (statutory school age).

Where entry is deferred, the offered place will be held and will not be offered to another child within the same academic year.

Parents considering deferral are encouraged to visit their preferred school(s) to understand how provision is made for younger children in Reception and how their needs are supported as they progress.

*(School Admissions Code, para. 2.16)*

### 5. Admission Outside the Normal Age Group

Parents may request admission outside their child's normal age group, for example:

- where the child is exceptionally gifted or talented;
- where the child has experienced problems such as ill health;
- where parents of summer-born children (born 1 April–31 August) wish to delay entry to Reception until the September following their 5th birthday.

Applications must be made at the same time as other applications for the child's normal age group and must include supporting evidence (e.g. professional reports).

PVAT will decide whether such requests are in the best interests of the child, taking into account the circumstances of the case and the views of the Headteacher. Parents do not have the right to insist on admission outside the normal age group.

*(School Admissions Code, paras. 2.17–2.20)*

## 6. Late Applications (First, Middle and High Schools)

- Applications received after the published closing date will normally be considered after those received on time.
- Where it is practicable to include a late application within the initial allocation process, this will be done.
- A late application does not affect the parent's right of appeal or the right to be placed on a school's waiting list.

*(School Admissions Code, para. 2.21)*

## 7. Repeat Applications

Parents do not have the right to a second appeal for the same school in the same academic year. A further appeal will only be considered where the Local Authority accepts that there has been a **significant and material change** in the circumstances of the parent, child, or school since the original application, and the application has been refused again.

*(School Admission Appeals Code, para. 5.1)*

## 8. In Year Admission Arrangements (including Sixth Form)

### In Year Applications

- Applications for admission to a PVAT school outside the normal admissions round must be made directly to the preferred school using the LA mid-year admissions form.
- Applications will be processed in accordance with the determined admission arrangements.
- In the case of transfers between local schools, the start date may be set after the next term or half-term holiday. Parents remain responsible for ensuring that their child continues to receive suitable education in the interim.

*(School Admissions Code, paras. 2.21–2.23)*

### Sixth Form Applications

- Applications for admission to the Sixth Form will be considered in line with the school's published Admission Arrangements and the annual Sixth Form Prospectus, which sets out minimum entry requirements for particular courses.
- Children already in Year 11 at Wolgarston High School or The Rural Enterprise Academy must apply formally for Year 12 places and must meet the published minimum entry requirements or predicted grades.
- External applicants must not be refused the opportunity to apply, nor told that they can only be placed on a waiting list.
- Minimum entry requirements are the same for internal and external applicants.
- Any applicant refused a place in Year 12 has the right to appeal to an independent appeal panel.
- Advisory meetings may be held to provide guidance on course options and entry requirements. Entry decisions will not be based on attendance, behaviour record, or perceptions of attitude or motivation.

*(School Admissions Code, para. 2.6)*

## 9. Oversubscription Criteria

Where applications exceed the number of available places, priority will be given in the following order:

**9.1** Children in care and children who ceased to be in care because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order), including those who appear to have been in state care outside England and ceased to be in care as a result of being adopted.

**9.2** Children who satisfy both of the following tests:

- **Test 1:** The child is distinguished from the majority of applicants either on individual medical grounds or by other exceptional circumstances.
  - *Medical grounds* must be supported by a medical report provided at the point of application, clearly justifying why it is better for the child's health to attend the preferred PVAT school.
  - *Exceptional circumstances* must relate to the individual child (not the parent/carer) and be supported by a professional report (e.g. social worker), justifying why it is better for the child to attend the preferred PVAT school.
- **Test 2:** The child would suffer hardship if unable to attend the preferred PVAT school. *Hardship* means severe suffering, not merely difficulty or inconvenience, and must be evidenced at the time of application.

**9.3** Children with an elder sibling attending the preferred school at the time of admission. For these purposes, a sibling is defined as a child living at the same address who shares one or both natural parents, is related by a parent's marriage, is adopted or fostered by a common parent, or is an unrelated child living at the same address whose parents live as partners.

**9.4** (Except The Rural Enterprise Academy) Children living within the defined catchment or cluster area of the preferred PVAT school.

**9.5** Children of staff employed at the preferred school:

- where the member of staff has been employed on a permanent contract for at least two years at the closing date for applications; or
- where the member of staff is recruited to fill a post for which there is a demonstrable skills shortage.  
(*School Admissions Code, para. 1.39*)

**9.6**

- For Penkridge Middle School (Year 5): children in Year 4 attending one of the feeder First Schools at the time of application.
- For Wolgarston High School (Year 9): children in Year 8 attending one of the feeder Middle Schools at the time of application.

**9.7** Other children, arranged in order of priority according to the distance of their home address from the main gate of the preferred school, measured in a straight line using the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children within a category, distance will be used as a tiebreaker. Applicants who cannot be offered a place will be advised of their right of appeal and provided with information about alternative schools with available places.

## 10. Additional Notes

### Feeder Schools

- *Feeder First Schools:* Princefield First School, Marshbrook First School, St Michael's First School (Penkridge), St Leonard's First School (Dunston).
- *Feeder Middle Schools:* Penkridge Middle School, Brewood Middle School.

### PVAT Schools

- Wolgarston High School
- The Rural Enterprise Academy
- Penkridge Middle School
- Marshbrook First School
- Princefield First School
- St John's CofE First School, Bishopswood
- St Mary & St Chad CofE First School, Brewood

### Catchment Areas

- Catchment area maps are available from the Local Authority or individual schools.
- There is no defined catchment area for The Rural Enterprise Academy.

### General Principles

- There is no charge for admission to a PVAT school.
- Attendance at a Nursery, First or Middle School does not guarantee admission to a Reception class, Middle School or High School. Parents must make a separate application at the appropriate time.
- Infant class size legislation (maximum of 30 pupils per class) may result in refusal of catchment or sibling applications once the limit is reached. However, as an exception, PVAT will give careful consideration to admitting twins or children from multiple births, even where this would exceed the admission number.
- Admissions to First, Middle and High Schools are administered through the Local Authority's **Co-ordinated Admission Scheme**.

### Children with an Education, Health and Care Plan (EHCP)

Where a child has an EHCP naming a PVAT school, that child must be admitted. This reduces the number of places available to other applicants.

### Definitions

- *Children in Care:* As defined by section 22(1) of the Children Act 1989. This includes children adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, those subject to Child Arrangements Orders (Children Act 1989, s.8, as amended by the Children and Families Act 2014), and those subject to Special Guardianship Orders (Children Act 1989, s.14A).

### Supporting Information

- It is the applicant's responsibility to provide supporting evidence for consideration under the oversubscription criteria. PVAT will not obtain this information on behalf of applicants.

## Home Address

- Distances are measured using the Local Authority's **Geographical Information System (GIS)**, based on Ordnance Survey data, from the child's home address to the school's main gate.
- The home address must be the child's normal and permanent residence with their parent/carer at the time of allocation.
- Where parents share responsibility, documentary evidence will be required to confirm the address used for allocation.
- If a place is offered on the basis of an address later found to be incorrect, the place may be withdrawn.
- For service families, applications accompanied by an official relocation letter will be considered in advance of arrival. Intended addresses may be used where sufficient evidence is provided; otherwise, a unit or quartering address will be applied.

## Parental Responsibility

- PVAT expects parents to agree on school applications before submission. PVAT cannot intervene in parental disputes and will request that disagreements are resolved privately.

## Random Allocation

- Where two or more applicants cannot be separated by the oversubscription criteria (e.g. same block of flats, multiple births), places will be allocated by random selection. This process will be independently supervised.

## Waiting Lists

- Unsuccessful applicants will be placed on a waiting list, ranked according to the oversubscription criteria, not by date of application.
- Waiting lists will be maintained until the end of the Autumn term in the year of admission. For infant classes, lists will remain until the cohort leaves Year 2.
- A child's position on the waiting list may change if new applicants meet higher priority criteria.
- Children admitted under a Local Authority direction or the Fair Access Protocol take precedence over those on the waiting list.

## 11. Right to Appeal

- There is no statutory right of appeal for admission to a Nursery setting. Disputes will be considered under the PVAT Trustees' complaints procedure.
- Parents applying for places in First, Middle or High Schools have the right to appeal against a refusal of admission.
- In the case of Sixth Form admissions, both parents and the child may appeal.
- Appeals are heard by an **independent appeal panel** in accordance with the **School Admission Appeals Code**.
- Further information is available from the Department for Education: [School Admission Appeals Code](#).

## 12. Published Admission Numbers (PAN) for PVAT Schools 2027/28

DFE No.	School	School year groups	PAN 2026/2027
2323	Marshbrook First School	To end of Y4	30
2362	Princefield First School	To end of Y4	45 (increase to 60 pending)
3030	St John's CofE (VC) First School, Bishopwood	To end of Y4	15
3034	St Mary and St Chad CofE (VC) First School, Brewood	To end of Y4	30
4128	Penkridge Middle School	Y5 to Y8	125
4100	Wolgarston High School	Y9 to Y13	220
4007	The Rural Enterprise Academy	Y7 to Y11	60

The timetable and full details of the **Staffordshire Co-ordinated Admission Scheme 2027/28** are available on the Staffordshire County Council website.