



Park Hall Infant Academy

Admission Arrangements

Nursery Class

September 2025/2026

Park Hall Infant Academy is the admission authority for the Nursery Class within the school.

Every child is entitled to 15 hours a week, free learning in an early years setting, from the September following their third birthday, for 38 weeks in a full year.

Some children may qualify for 30 hours a week, of education and childcare, in an early years setting, from the September following their third birthday, for 38 weeks in a full year.

Park Hall Infant Academy is fully inclusive and welcomes applications for the admission of children with special educational needs (SEN), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The school's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (PSED).

Children with an Education, Health and Care Plan (EHC plan) are admitted to school under separate statutory procedures which are managed by the child's home local authority. Parents of children with an EHC plan should liaise with their home local authority's SEN team if they want Park Hall Infant Academy to be named in the child's EHCP as their child's school.

Where this happens in the normal admission round (i.e. admission to Year 3 in September) children with an EHC plan naming the school will be allocated places before all other children, which will reduce the number of places left within the PAN. At all other times, children with an EHC plan naming the school will be admitted irrespective of pupil numbers.

Definition of a 'parent'

In education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

Planned Admission Number

Pupils will be admitted in the academic year in which they are three.

The academy offers 30 hour places available to eligible pupils or part time places are available as a morning session of 15 hours or an afternoon session of 15 hours. We have a maximum capacity for 39 pupils at all sessions. All places are allocated in accordance with the over subscription criteria.

Oversubscription criteria

Where applications for admission exceed the number of places available, the following oversubscription criteria, in order of priority as set out below, will be used to decide which children will be admitted.

1. Looked after children and previously looked after children.

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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to us to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order.

In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/school know, as there should be no need for further evidence to be provided in this case.

2. Where the child has a sibling currently attending either Park Hall Infant Academy or Park Hall Junior Academy (Reception to Year 5), who will still be in attendance during the year of admission of the child, and living within 0.5miles of the school.

A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- *a brother or sister sharing the same parents*
- *a half brother or sister sharing one common parent*
- *a step brother or sister (i.e. related by their parent's marriage) or legally recognised co-habitation*
- *any other child for whom the applicant child's parent would meet the definition of a 'parent' in education law (i.e. they have care of and/or parental responsibility for the child) and who is a permanent resident at the same address.*

3. Other children living within 0.5miles of the school.

4. Where there are exceptional medical or social grounds (supported in writing by the child's medical practitioner or social worker) for admitting the child which show that attendance at Park Hall Infant Academy is essential, and that no other school within a reasonable distance is suitable.

Applications in this category must be supported by evidence and will be subject to verification by the school's Admissions Committee. The medical or social grounds must relate to the child. The social grounds criterion is only likely to apply to children in need as defined by the

Children Act (1989).

5. **Where the child has a sibling currently attending either Park Hall Infant Academy or Park Hall Junior Academy (Reception to Year 5), who will still be in attendance during the year of admission of the child, and living outside of 0.5miles of the school.**
6. **All other children not falling into the above categories.**

Child's home address

The home address for the child must be their permanent residence **at the time the place is offered**. It will be a residential (not commercial) property. If the property is rented or leased, the written rental agreement or lease must be signed by both parties (one of whom must meet the definition of a 'parent' in education law) and be for a **minimum of 12 months**.

If a child spends part of their week at a different address, their home address will be considered to be the address at which they live and sleep for more than 50% of their time from Sunday to Thursday during term time.

During the admissions process you must notify the school of any change of home address.

Documentary evidence may be requested to support that the home address given in the application form meets the definition set out above.

Applications for the admission of children of UK Armed Forces Personnel with a confirmed posting or Crown servants returning from overseas, will be accepted and processed before the relocation date, where the application is accompanied by an official letter declaring the relocation date. The address used to apply the criteria in this policy will be the one at which the child will live, as long as the parents provide some evidence of this with their application. Alternatively, the parents can ask for a unit or quartering address to be used.

Tie breaker

Where there are more applications than places received in any of the above categories, places will be allocated by reference to the distance of the child's home to the school, as measured in a straight line, from the centre point of the home address to the centre point of the school, using the Local Authority recommended software, with those living nearest to the school being accorded the highest priority.

Where there are two or more children for whom the distance is equidistant, random allocation will be used to allocate the place. The random allocation process will be supervised by someone independent of the school.

Multiple births

While the school recognises the importance of allocating children who are twins, triplets or children of higher multiple births together, it is not always possible to ensure this. The school will try to ensure that as far as possible siblings (including twins, triplets or children from other multiple births) can attend the same school. However, in the event that there is an insufficient number of places to allocate to twins, triplets etc a decision will be made to consider going above the academy's PAN.

Admissions Timetable

For admission to the Nursery, parent(s) should make enquiries with the School Office about the procedure and timetable to be followed.

Waiting List

A waiting list will be maintained in respect of the Nursery Class until the end of the academic year of admission.

Appeals

Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions.