



# The Athelstan Trust

## Admissions Statement

### Introduction

The Athelstan Trust is the Admissions Authority for all schools within the Trust. All of our schools are inclusive schools, and we welcome all children: the only restriction we place on entry is number. If the number of children applying exceeds the number of places available, each school has oversubscription criteria which will be applied to determine whether or not an application is accepted.

### Statutory Requirements

This statement and our school admissions policies meet the requirements of:

- DfE School Admissions Code 2021
- DfE School Admission Appeals Code 2022
- DfE Guidance on handling admission requests for summer born children

### Admissions Process

Each of our schools hold their own Admissions Policy, and admissions are completed in partnership with the Local Authority. For applications in the normal admissions round, parent / carers should therefore use the application form provided by their home local authority and will receive an offer for a school place directly from the local authority. The individual School Admissions Policy for each of our schools will set out:

- The Published Admission Number (PAN) for the school
- the oversubscription criteria
- details of the appeal process.

### In Year Admissions

Parents can apply for a place for their child at any time outside the normal admissions round as per the process set out in the Admissions Policy for the particular school.

### Admission of children outside their normal age group

Requests to admit a child to the school outside of the normal age group should be made by the Parent / Carer to the Athelstan Trust who can be contacted via email: [outofyearadmissions@theathelstantrust.org](mailto:outofyearadmissions@theathelstantrust.org). The Trust will consider the individual circumstances of the child. The Parent / Carer should provide relevant background information including whether or not the child has previously been educated out of their normal age group.

In the case of a summer born child whose parents / carers wish them to start primary school in the September after their 5th birthday, the request should be made at the same time as an application for a school place is made in the child's normal age group. (Children born from 1st April to 31st August are known as summer born children).

In the case of a summer born child who started primary school in the September after their 5th birthday, the request to secondary school should be made when the child begins year 5. (Children born from 1st April to 31st August are known as summer born children).

In considering the request, the Trust will review the information supplied and seek the view of the Headteacher of the school concerned. Decisions will be made on the basis of the circumstances of

each case, in the best interests of the child concerned and in accordance with the School Admissions Code. The parent / carer will be informed, in writing, of the decision. If a parent/ carer wishes to query a decision to refuse a request for admission out of the normal age group, they may submit a complaint using the Athelstan Trust Complaints Policy, available from the Trust website.

It should be noted a request for admission out of the normal age group is separate from an application for a school place. An admission request will therefore subsequently need to be made by the parent / carer as per the School Admission Policy. If the school is oversubscribed, priority for admission will be given as per the criteria set out in this Policy.

The Athelstan Trust  
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