Poppyfield
Primary Academy

Poppyfield Primary Academy
Admissions Policy 2026/2027

Admissions to Poppyfield Primary Academy September 2026

Poppyfield Academy is a one form primary school, for children aged 4 to 11 years old in Hednesford in Staffordshire Local Authority and is part of Victoria Academies Trust.

Victoria Academies is an established multi academy trust created on 1st January 2014. The trust continues to build a family of like-minded schools who share our passion for real, immersive and purposeful learning. As a result, we have a proven track record for transforming our schools. Our academies are currently situated in a number of local authorities across the West Midlands including Staffordshire, Birmingham, Sandwell, Walsall and Worcestershire. All of our schools are within a one-hour' drive of each other.

Our core purpose – our reason for being – is to make our people become the best they can be. We have an audacious and ambitious goal that drives all that we do: To be most known as a trust that transforms its academies into brilliant, pioneering schools that stand-out through innovation and social change.
Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand.

The published Admission number for place in Reception at Poppyfield Primary Academy in September 2023 is 30.

Where applications exceed the number of places available the following criteria will be applied in the order set put below:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangement order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who have an older sibling in attendance at the school when the application is made and who will still be attending the school at the proposed admission date
   For the purposes of this policy a brother or sister/sibling is:
   - A brother or sister sharing the same parents
   - A half brother or half sister where two children share one common parent
   - A step brother or step sister where two children are related by marriage
   - Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residency order/special guardianship or adoption)
3. Children who have a parent who is a member of staff at ~~the preferred academy~~Poppyfield Primary Academy:
   a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
   b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

4. Children who reside within the Catchment Area for Poppyfield Academy – see additional map for details
5. Priority will next be given to children eligible for the pupil premium. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility

6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system.

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the remaining criteria.

If we cannot distinguish between applicants using the criteria listed, e.g. children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected.

Children with Education, Health Care Plans (EHCP)

- Children who have an Education Heath Care plan which names Poppyfield Primary Academy as the most suitable school will be admitted before all other applicants.

Eligibility for Pupil Premium Guidance

Free School Meals Priority:
Those eligible for free school meals admission priority are:
Children who:

- Are currently registered as eligible for free school meals
- Children for whom their parents cannot provide evidence that their child is currently registered for free school meals but where the child or its parents receive any of the following:

• Universal Credit
• Income Support;
• income-based Jobseekers Allowance;
• an income-related employment and support allowance;
• support under part VI of the Immigration and Asylum Act 1999
• Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
• where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
• the Guarantee element of State Pension Credit

Parents will be required to provide evidence of eligibility with their application.

Pupil Premium Priority:

Those eligible for Pupil Premium admission priority are:
Children who:
• Are currently registered as eligible for free school meals;
• Have been registered as eligible for free school meals at any point in the last six years

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, [or has been in the past 6 years] but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit)
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit Parents will be required to provide evidence of eligibility with their application.

Pupil and Service Premium Priority

Those eligible for Pupil Premium admission priority are:

Children who:

- Are currently registered as eligible for free school meals; Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, [or has been in the past 6 years] but where the child or its parents receive any of the following:
- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit)
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit.

Those eligible for Service Premium admission priority are:

- children whose parent(s) are serving in the regular UK armed forces;
- children of ex regular UK armed forces personnel who were serving in the last 3 years;
- children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).
- Parents will be required to provide evidence of eligibility with their application.

Additional Notes

Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. 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. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).

On behalf of the academy, the local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.

Attendance at our nursery will not prioritise admission to reception. Parents must make a separate application for admission to primary or junior school at the appropriate time.

The requirement for the academy to meet the infant class size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the academy will give careful consideration to offering places above the published admission number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no vacant places.

Home address - The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 6 March 2026. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

Deferred entry to reception class - Parents may decide to defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. In addition, where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Before deciding whether to defer their child's entry to school, parents should visit the academy to clarify how we cater for the youngest children in reception and how the needs of these children are met as they move up through the academy.

Admission outside of the normal age group - Parents may wish to apply for their child's admission to school outside of their normal age group. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to reception rather than Year 1.

Any such parents will need to make an application alongside children applying at the normal age explaining why they consider it to be in the child's best interest to be admitted outside of their normal age, this may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is agreed will be made by the Governing Body. They will take into account the circumstances of the case including the parent's views and information provided; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of any medical professionals; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely as well as views of the headteacher.

Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting lists for Admissions and Normal Point of Entry - Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves year 2.

For all other cases, waiting lists will be kept until 31 December 2026.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to the academy in accordance with the fair access protocol will take precedence over those on the waiting list.

Late applications - Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point in time.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

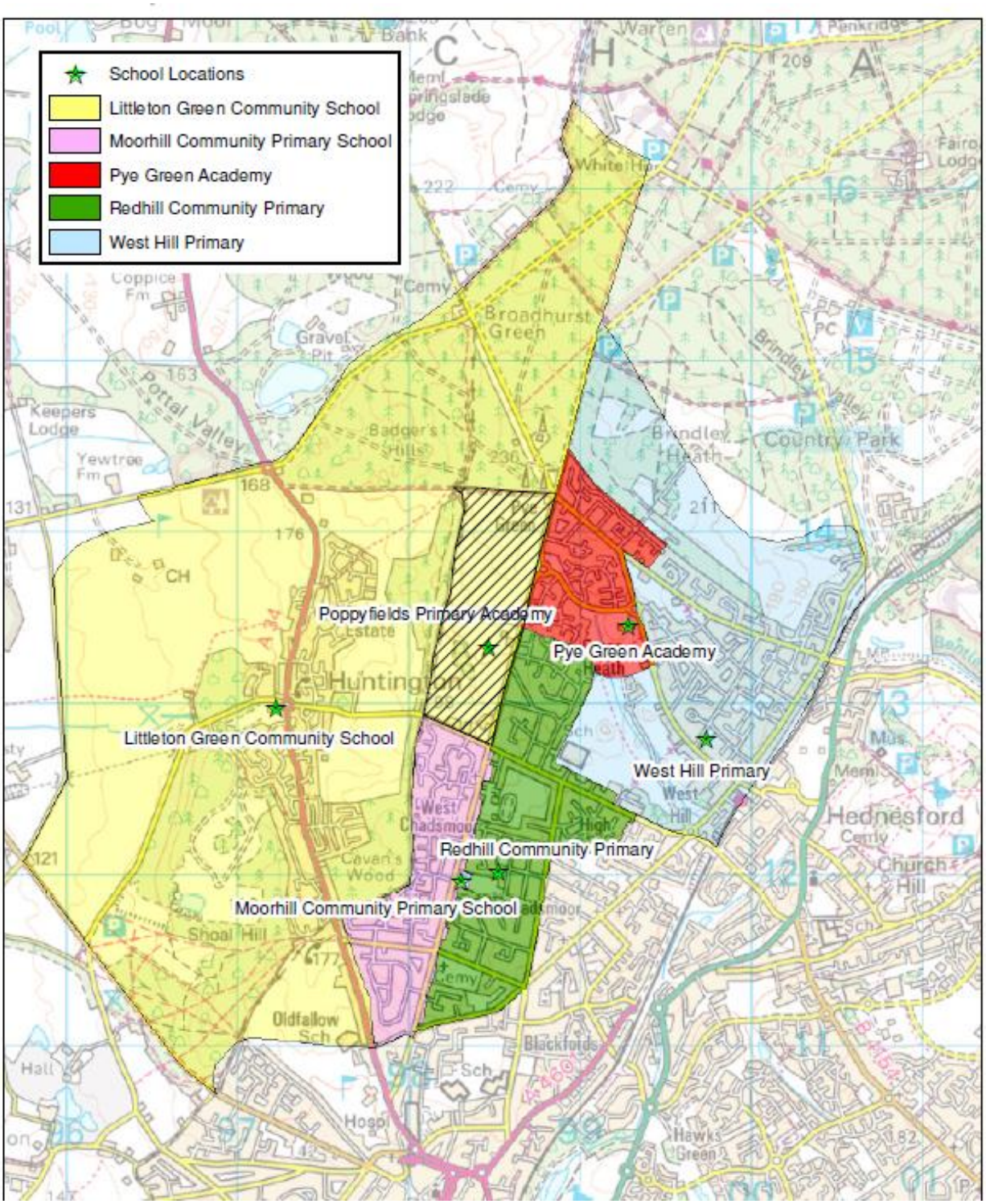
For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Repeat applications - Parents do not have the right to a second appeal for the same academic year unless, in exceptional circumstances, the academy has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

"In-year admission" arrangements - Parents or carers seeking to be admitted to Poppyfield Primary Academy school may make an application directly to the academy using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that in the case of transfers between local schools, any date set for joining the academy may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

Signed:

Headteacher

Chair of Academy Council

POPPYFIELD PRIMARY ACADEMY CATCHMENT AREA