

Cliftonville Primary & Pre- School



OUR MISSION

As an outstanding school we will inspire children to achieve more than they ever believed possible

OUR VISION

That every member of our school community is challenged and supported to be the very best they can be
That through our high-quality learning experiences & curriculum we will improve the life-chances of our children

That we educate the whole child so they can thrive in a changing world

Consulted and agreed by Governors 3rd December 2025

ADMISSIONS POLICY FOR 2027-2028

Cliftonville Primary School is an academy with the Coastal Academies Trust. Academies are their own admissions authority (rather than the Local Authority having this duty). Academies must meet all of the mandatory provisions of the School Admissions Code. As an academy, we are committed to a fair and transparent admissions policy. This includes appeals, which are carried out on our behalf by the Local Authority.

Cliftonville Primary School Pre-School follows a hybrid model which allows for a flexible approach for up to 30 hours per week with no more than 26 children attending the setting at one time.

Cliftonville Primary School has an admission number of 120 in reception. **The planned admission number will be 120 for all year groups R-6.**

Cliftonville Primary School will accordingly provide for the admission of this number of pupils each year. Where fewer than the published admission number for the relevant year groups are received, Cliftonville Primary School will offer places at the school to all those who have applied.

It is after the admission of children with an Education, Health, Care plan which names the school have been admitted, that the criteria for oversubscription will be applied.

Pre-School Phase admissions

When the Pre-School is oversubscribed, priority for admission will be given to children of staff who have been employed for over two years followed by those living closest to the school (as defined in criterion 4 of the primary phase admissions criteria below).

Parents obtaining a place in the Pre-School should be aware that there is **no automatic transfer to reception**, and they should apply for a place in the normal way if they want their child to enter reception. Parents must complete a common application form and name the school as one of their preferences if they would like their child to be considered for admission to the school's reception class.

Primary Phase admissions

After the admission of pupils with Education, Health, Care plans (EHCP) where the school is named in the EHCP (*admitted under different regulations*), pupils will be admitted according to the oversubscription criteria set out below.

Oversubscription criteria

When Cliftonville Primary School is oversubscribed, priority for admission will be given to those children in priority order below:

1. Children in Local Authority Care / Previously in Local Authority Care/ Internationally adopted previously looked after children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to adoption, child arrangements, or special guardianship order.

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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

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."

The 2021 School Admissions Code (the Code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC".

Paragraph 1.7 of the new Code will require that highest priority is given to "looked after children and all previously looked after children, 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. Staff children

Priority will next be given to children of staff at the school, in either of the following circumstances:

- a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or*
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*

3. Children who Cliftonville Primary School accepts have an exceptional medical or social need for a place at the school.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

4. Children with a brother or sister already attending the school and who will still be attending on the date of admission.

The family must have continued to live at the same address as when the older sibling was admitted – or – if they have moved – live within 2 miles of the school or have moved to a property that is nearer to the school than the previous property as defined by the ‘Distance’ criterion’ (below).

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.

5. Distance: children living closest to the school.

We use the distance between the child’s permanent home address (defined in KCC’s annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child’s home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant’s address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Tie-breaker

Distance will be used as a tiebreaker in categories 1. to 4. above if there are more applicants qualifying under any of those criteria than places available. Random allocation will be used as a tiebreaker if children have the same distance and priority cannot otherwise be determined. Random allocation will be used as a tiebreaker where there are two or more applicants who have equal ranking/are equal distance from the school, but there is only one school place available random allocation is used. This will be managed by the Local Authority

Children of multiple birth

For Year R we will admit the **121st** child’s twin, triplet etc. if they all apply at the same time. This is because the School Admissions Code allows us to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

Waiting lists

Cliftonville Primary School will operate a waiting list for each year group. We will hold a waiting list for reception class places in our school for the first seasonal term: Autumn (to Christmas). After this, parents may write to the school to ask for their child’s name to be kept on our waiting list.

Waiting lists for all year groups are maintained for one seasonal term: Autumn (to Christmas), Spring (to Easter), Summer (to end of the academic year in July) and applicants are required to reapply in writing each term.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents whose application for a place at this school is unsuccessful may appeal to an independent appeal panel, under the provisions of the School Standards and Framework Act, 1998. Appeals must be made in writing to the Local Authority who manage appeals on behalf of Cliftonville Primary School. This supports our commitment to an open, transparent and fair process for admissions to the school.

Parents/carers have the right to make oral representations to the appeal panel.

In year admissions

If you wish to apply for a place at the school outside the normal admissions round, you should obtain and submit an application form to the school, with any supporting evidence required. If there is a waiting list and/or more in-year applicants than places available at that time, the process of prioritising applications will be as described above.

After a place has been offered, Cliftonville Primary School reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time.
2. When a parent has failed to notify the school of important changes to the application information.
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Applying for a deferred entry to school

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point and will consider delaying their entry until compulsory school age.

Whilst there are circumstances in which some summer born children will benefit from a delay, the majority will thrive in reception aged four. We do not believe it should become the norm for summer born children to begin reception at the point at which they reach compulsory school age.

The government agrees that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated outside their normal age group in very limited circumstances.

If a parent of a summer born child makes a request for their summer born children to be admitted to reception rather than year one at the age of five, the Academy is responsible for making the decision about whether the child should be admitted out of their normal age group. This will require the Academy to take account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one.

If you meet the criteria and wish to defer, you will need to contact via email putting forward your reasons why you would want to defer. There would then be an opportunity to meet with the Headteacher where parents would need to attend the school with their child and put forward their case. The Headteacher's decision is final.

Deferred applications cannot be made online and have to be made on paper. They are however not guaranteed a place following interview.

Applications should be made through KCC following the usual procedure, KCC may not allocate the school which has given assurance for deferred entry.

Parents whose request for delayed entry is refused have no statutory right to appeal this decision.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling.

All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than the Reception Year (or is seeking admission to the Reception Year rather than Year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- 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.

The academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a Reception Year place will be considered alongside applications for the Reception Year.

- 1 Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).
- 2 Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.
- 3 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Review

Arrangements for admissions and appeals will be determined by the Governing Body and reviewed annually.

December 2025