

1. Aims

At Priory CE Academy, we have an agreed admission number of 60 per year group, with a 39 place Nursery. For application forms for years 1 to 6, parents are asked to contact the academy office in the first instance. The Admissions team at Stoke on Trent City Council should be contacted on 01782 236867/ 233232 or www.stoke.gov.uk/admissions for applications to Nursery and Reception. They can also offer general information and guidance about admissions.

2. Nursery Offer

Priory offers 15 hour Nursery places. We also provide an additional 15 hours for those who are eligible or at a cost. For pupils who receive 15 hours free childcare only, we offer a flexible timetable to meet your needs.

For pupils who receive the additional free 15 hours, we include an additional 25 minutes for lunchtimes. This will be a standard offer for a full time place with hours from 8:45am to 3:15pm. Lunch is not included and will be charged at £12.50 a week, alternatively children can bring a packed lunch.

For parents/carers who do not qualify for the additional 15 hours free childcare, you can pay for a full time place at the rate of £77.25 per week with hours from 8:45 to 3:10. The £77.25 fee will be payable half termly, in advance. Failure to pay half termly fees in advance will result in losing your child's afternoon sessions. If you require a more flexible approach to booking afternoon sessions, please speak to the Early Years leader. Lunch is not included and will be charged at £12.50 a week, alternatively children can bring a packed lunch.

Places to our Nursery are allocated by the Local Authority. Parents are asked to contact Admissions on 01782 236867/233232 or www.stoke.gov.uk/admissions for an admission form to Nursery or Reception.

Where the number of applications exceeds the number of Nursery places available the following criteria will be used to allocate places.

Children in the care of the Local Authority.

Children who have an older brother or sister in attendance at Priory at the time of admission.

Others in priority order depending on how near their home address is to the main gate of the setting as the crow flies*

*Nursery places will be given firstly to children living in the City of Stoke on Trent. Only when these children have a place will children living outside the City of Stoke on Trent be considered.

Please note that Reception class admissions are an entirely separate process from Nursery admissions. Attendance to our Nursery DOES NOT guarantee your child a place in the Reception class.

Once the class is full, a waiting list based on the above criteria will be held until the end of September of that academic year. Attendance at a particular nursery setting will not guarantee admission to a reception class at the same academy. As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

3. Primary Admissions

Priory CE Academy follows the Local Authority's Admissions Arrangements.

Where there are more applications for a community or voluntary controlled primary academy than there are places available, the Council will use the following priorities, in order, to allocate places:

- a) Children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- b) Children living in the catchment area of the academy who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
- c) Other children living within the catchment area of the academy.
- d) Children living outside the catchment area of the academy who have an older brother or sister at the academy at the time of admission (or at the linked junior school in the case of infant schools).

- e) Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy.

4. In-Year Transfers from Another Academy

If you are applying for your child to change academy part way through the year, please contact the Academy Secretary for an In-Year Transfer Form. This form will need to be signed by your child's current Headteacher. If we have places available, you will be invited to have a tour of the academy and discuss admission dates. If we do not have a place for your child, you can be added to our waiting list and approach another academy for a place. The Local Authority will send you a letter confirming the refusal and explaining how you can appeal the decision.

5. Appeals

If you wish to appeal the refusal of a place, you should contact the Local Authority Admissions Team on 01782 234598 or via admissions@stoke.gov.uk. An appeal will be heard within 30 school days of you requesting one. You will be told about your appeal hearing approximately ten school days before the hearing, and sent a copy of the academy's case approximately seven academy days in advance of the hearing. If you want to submit further evidence, it must be received at least three clear working days before the hearing date. Evidence received after this date might not be considered at the hearing.

6. Monitoring and Review

This policy is monitored by the governing body and will be reviewed every two years, or sooner if necessary.

7. Related Information and Guidance

- [Stoke on Trent School Admissions](#)
- [School Admissions Online User Guide](#)
- [School Admissions Code](#)
- [Determined admission arrangement for the academic year 2022 - 2023](#)
- [Determined admission arrangements for the academic year 2023 to 2024](#)
- [Fair access protocol](#)
- [Admission of children of UK service personnel and other crown servants](#)
- [Parents' guide to school admission appeals](#)
- [School admissions appeal form for years three to 11](#)
- [Nursery prospectus | Stoke-on-Trent](#)
- [Primary schools prospectus | Stoke-on-Trent](#)
- [Childcare Choices Eligibility Calculator](#)

Policy Author: Catherine Hawkesworth

Date of Review: September 2025