



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 admissions can be located within the Policy on Nursery Admissions

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.

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 elder 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 wish to move your child to another school/academy part-way through the year, please visit: https://admissions.stoke.gov.uk/CitizenPortal_LIVE/en to apply. 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 Local Governing Committee 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](#)
- [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](#)

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