The Park Federation Academy Trust

James Elliman Academy

Admissions Criteria 2026 - 2029

Approval

Signed by Principal on behalf of the Board of Directors	Mrs T Johal
Date of approval	September 2026
Date of review	July 2029

Section 1: Introduction

James Elliman Academy will comply with the Schools Admissions and Appeals Codes. James Elliman Academy will be an inclusive school with no religious faith affiliations. The policy below sets out the admissions criteria for entry to James Elliman Academy in the academic year 2026/2027 and 2027/2028.

Admissions 2026/2027 and 2027/2028

Admissions Policy

James Elliman Academy Council will determine the admissions criteria of James Elliman Academy. The Local Authority will administer the offer of places on its behalf.

Pupil admission numbers during the next two years

James Elliman Academy Admission Numbers		
Year Group	**2026/27**	**2027/28**
Reception	90	90
1	90	90
2	90	90
3	90	90
4	90	90
5	90	90
6	90	90

James Elliman Academy Admissions Oversubscription Criteria 2026/27 and 2027/28

If there are fewer applicants than places, all applicants will be accepted. Where the Academy is oversubscribed, after the admission of pupils with statements of special educational needs which names the Academy, priority for admission will be given as follows:

1. A looked after child (as defined in Section of the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order. As defined in the Schools Admissions Code paragraph 1.7, 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.

2. Children who suffer from a long-term medical or psychological condition, which makes it necessary for them to attend James Elliman Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.

3. Children of a member of Staff where this will enable the staff member to continue with their contractual duties.
   (i) where the member of staff has been employed by the academy for two or more years
   (ii) the member of staff is recruited to fill a post where there is a demonstrable skill shortage.

4. Children who have a sibling living in the same household who currently attend the full time school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.

5. Children who have a member of the immediate family who suffer from a long-term medical or psychological condition which makes it necessary for them to attend James Elliman Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.

6. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and James Elliman Academy using a computerised mapping system. The distance will be measured from the main gate of the school to the front door of the child's home address including high rise flats.

   Tie break: If two addresses are the same distance from the academy, the offering of a place will be decided by lottery.

Deferred Entry

In accordance with the Education Act 1996 most children will begin school in Reception at the start of the academic year in which they will have their fifth birthday. For some children this may not be the best course of action. DFE guidence from the December 2014 paper 'Advice on the Admission of Summer Born Children' states that "There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group." The guidence also states that the school admission authority is "… required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned."

At James Elliman Academy we uphold the above guidence and would consider the defferal of school start if it is in the child's best interests and the following criteria can be met.

The child would need to have their fifth birthday during the summer term i.e. on or between 1 April and 31 August and any of the following:

1. A medical diagnosis of a recognised condition which impairs any of the following to such a degree that being educated in the Reception class with their same age peers would be detrimental to their wellbeing:

    - Global Development
    - Cognitive Development
    - Physical Development e.g. gross motor or fine motor skills
    - Sensory skills e.g. visual or hearing impairment
    - Speech and Language Development
    - Communicaion skills
    - Social skills

2. Evidence from professionals prior to a diagnosis, or if a diagnosis is not possible, which would support the deferral of school start. Reports and/or assessments would be required from any of the following:

    - Paediatrician
    - Medical Consultant
    - Educational Psychologist
    - Physiotherapist
    - Occupational Therapist
    - Speech and Language Therapist
    - Mental Health Practitioner
    - Specialist Support Teacher
    - Early Years Specialist Team

For summer born pupils with any of the above diagnosis or professional involvement who have already started in the Reception class and where school and/or parents believe that

the child is not 'learning ready' for Year 1 then a deferral to Year 1 can also be requested.

Parents should present their request in writing to the school Principal and the school admission authority in the summer term before their child would normally be due to start school or trasfer to Year 1 as appropriate.

Waiting List

Where the Academy fills all places, a waiting list will be maintained by the Local Authority in the order of the oversubscription criteria. Where a place becomes available the Local Authority will contact the parent of the child who is at the top of the list so that an offer can be made on behalf of James Elliman Academy.

Our admissions team will notify the Local Authority of any vacant spaces in year groups and the Local Authority will allocate places according to the set criteria.

Late Applications

Late applications will be considered once all of the "on-time" applications have been allocated. After this, if a school place cannot be offered, they will be placed on the waiting list in order of the oversubscription criteria. Late applications cannot be placed at the bottom of the waiting list as it is considered that the child is being penalised twice and will therefore be placed on the waiting list in the same order as a timely application if a school place cannot be offered (2.14 of the Schools Admissions Code).

In Year Application

Applications for In Year Admission is to be made direct to the Local Authority.

Appeals

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel. If you decide to appeal, you must submit appeal documentation and must clearly state the reasons for appeal.

From the 1st of August 2025, all admission appeals will be managed by Education Appeals. You can complete an appeal form, online here:

Independent School Admissions Appeal Form

Fair Access Protocol

We participate in the Local Authority's Fair Access Protocol.

Nursery Admissions

Admissions to the Nursery for morning and afternoon are made direct to the academy. Where the school fills all places, a waiting list will be maintained by the academy in the order of the over subscription criteria. Where a place becomes available we will advise the parents direct.