



Rainbow Education Multi Academy Trust

Admissions Policy 2026 - 2027 (*children starting Reception in September 2026*)

School:	Heygreen Primary School
Approval Date:	Autumn 2025
Review Date:	Autumn 2026

Admissions

Admission arrangements within the Trust aim to achieve full compliance with all relevant legislation and guidance, including infant class sizes and equal opportunities. The arrangements take full account of the guidance provided in the School Admissions Code of Practice.

The Trust will also take into account the Equality Act of 2010 and will not discriminate on the grounds of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, or sexual orientation against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.

All schools within the Trust will share admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Criteria will reflect that set out by the Trust Admissions Policy. This admissions procedure is to be applied fairly and in line with legislation.

The admissions numbers have remained unchanged on conversion to a Multi- Academy Trust. These are as follows:

The Rainbow Education MAT	Voluntary Aided Mixed MAT		
Academy	Designation	Admitting Local Authority	Number of children to be admitted to the Reception class
St Silas CE Primary School	VC	Liverpool	45
Heygreen Community Primary School	No religious denomination	Liverpool	30
Garston CE Primary School	VA	Liverpool	30
Croxteth Community Primary School	No religious denomination	Liverpool	45
Shoreside Primary School	No religious denomination	Sefton	30
St Gabriel's CE Primary School	VA	Knowsley	30
Townfield Primary School	No religious denomination	Wirral	60



The District CE Primary School	VC	St Helens	60
Well Lane Primary School	No religious denomination	Wirral	30

Published Admission Number (PAN)

The Trust is not required to consult on the PAN, where schools propose either to increase or keep the same PAN.

We will consult in accordance with statutory guidance, if we propose a decrease to the PAN.

We acknowledge that voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish.

The Trust will notify the appropriate local authority of their intention to increase the school’s PAN and reference to the change should be made on the school’s website when necessary.

If, at any time following determination of the PAN, we decide that any school within the Trust is able to admit above its PAN, we will notify the local authority in good time to allow the local authority to deliver its coordination responsibilities effectively.

A separate application must be made for any transfer from the school Nursery class to the primary school (Reception). In our oversubscription criteria, we give priority to children eligible for the early years pupil premium.

Infant Class Size Legislation

For admission to infant classes, i.e. Reception class, Year 1 and Year 2, Government legislation limits the size of these classes to 30 pupils per class. The Trust adheres to this legislation when allocating places in schools.

Application Procedure

All applications must be made through the relevant local authority. That is the local authority in which the pupil resides.

Each school will publish easily understandable details for parents that includes information about how to apply for a place. Published Trust-Wide criteria will be used if there are more applications than places available.

Communicating Offers to Parents

Our schools have agreed not to disclose information to parents about the offer of places until the National Offer Day, which may vary each year.

Oversubscription Procedures.

*This procedure applies to all age groups.

Denominational Schools Within the Trust

(St Silas Church of England Primary School and Garston Church of England Primary School)

These schools will offer every child who applies, whether of the faith, another faith or no faith, a place at the school if there are places available.

Children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) names the school.

Priority 1

- Looked after children (LAC) in the care of the local authority.
- Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Looked after children and all previously looked after children, including those 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 (or became subject to a child arrangement order or special guardianship order)

Local Authority Definitions:

Liverpool: All schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in this Code, 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.. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this Code mean 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. Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements.

Priority 2

- Children eligible for Early Years Pupil Premium, Pupil Premium or Service Premium.
- Supplementary Information Forms must be submitted at the time of application (directly to the school) as evidence to support the admission under criteria 2 and 3 using the additional form provided.

Priority 3

- Children who will have a sibling at the school when they are due to start the school. The definition of sibling includes: brother, sister, step-brother, step-sister, half-brother, half-sister, adopted brother, adopted sister.

Priority 4

- Regular attendance at public worship in any Church of England church. Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.
- In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Priority 5

- Children of all staff will be considered where the parent has a permanent contract of employment and they were recruited to fill a vacant post for which there is a demonstrable skill shortage. They can work at any site with Rainbow Education Multi Academy Trust.
- Children of all staff will be considered where the parent has a permanent contract of employment. They can work at any site with Rainbow Education Multi Academy Trust. and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

Priority 6

- All other applicants who have expressed a preference for the school.

Denominational Schools Within the Trust (St Gabriel's Church of England Primary School)

These schools will offer every child who applies, whether of the faith, another faith or no faith, a place at the school if there are places available.

Children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) names the school.

Priority 1

- Looked after children (LAC) in the care of the local authority.
- Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Looked after children and all previously looked after children, including those 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 (or became subject to a child arrangement order or special guardianship order)

Local Authority Definition:

Knowsley: 1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note a)

Note a

A looked after child is a child who is in the care of a local authority in England or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.

Parents/carers who wish to have their child considered under criterion 1 must provide documentary evidence of the relevant status at the point of application.

Priority 2

- Children eligible for Early Years Pupil Premium, Pupil Premium or Service Premium.
- Supplementary Information Forms must be submitted at the time of application (directly to the school) as evidence to support the admission under criteria 2 and 3 using the additional form provided.

Priority 3

- Regular attendance at public worship in any Church of England church. Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.
- In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Priority 4

- Children who will have a sibling at the school when they are due to start the school. The definition of sibling includes: brother, sister, step-brother, step-sister, half-brother, half-sister, adopted brother, adopted sister.

Priority 5

- Children of all staff will be considered where the parent has a permanent contract of employment and they were recruited to fill a vacant post for which there is a demonstrable skill shortage. They can work at any site with Rainbow Education Multi Academy Trust.
- Children of all staff will be considered where the parent has a permanent contract of employment. They can work at any site with Rainbow Education Multi Academy Trust. and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

Priority 6

- Children living nearest to the main entrance of the school in Ellis Ashton Street measured using a computerised mapping system limited to adopted pathways and highways maintained by the local authority.

Priority 7

- All other applicants who have expressed a preference for the school.

Denominational Schools Within the Trust

(The District Church of England Primary School)

"I am the vine; you are the branches." John 15:5

Just as the branches need the vine to grow and bear good fruits, so we need each other. Within the District family, each person is valued and loved, reaching out throughout our school, homes, families and the wider community for a stronger future. Our Christian vision statement permeates through everything we do at The District and this policy was developed to reflect togetherness, raising aspirations and creating a safe environment for everyone to succeed.

This school will offer every child who applies, whether of the faith, another faith or no faith, a place at the school if there are places available.

Children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) names the school.

St Helens

Oversubscription Criteria: Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of pupils with EHC Plans, where the school is named on the Plan, the criteria will be applied in the following order:

Priority 1

- Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order

Priority 2

- This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 3

- Children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit.
- Other children.

Tie Break

- In the event of any over-subscription in the number of applications made under any of the categories above the Local Authority will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school. Where the tie-break does not distinguish between applicants, e.g., children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.
- Special Conditions for Twins (etc.) Where the final place in a year group is offered to one of twins or triplets etc., the Local Authority will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number for the school concerned.

[https://www.sthelens.gov.uk/media/8003/Pupil-Admission-Arrangements-for-Community-Voluntary-Controlled-Primary-Schools-for-2025-26/pdf/Pupil Admission Arrangements for Community Voluntary Controlled Primary Schools for 2025-26.pdf?m=1710174924963](https://www.sthelens.gov.uk/media/8003/Pupil-Admission-Arrangements-for-Community-Voluntary-Controlled-Primary-Schools-for-2025-26/pdf/Pupil%20Admission%20Arrangements%20for%20Community%20Voluntary%20Controlled%20Primary%20Schools%20for%202025-26.pdf?m=1710174924963)

**Non- Denominational Schools Within the Trust
(Croxteth Primary School and Heygreen Primary School)**

Children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) names the school.

Priority 1

- Looked after children (LAC) in the care of the local authority.
- Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Looked after children and all previously looked after children, including those 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 (or became subject to a child arrangement order or special guardianship order

Local Authority Definitions:

Liverpool: All schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in this Code, 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.. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this Code mean 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. Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements.

Priority 2

- Children eligible for Early Years Pupil Premium, Pupil Premium or Service Premium.

Priority 3

- Children who will have a sibling at the school when they are due to start the school. The definition of sibling includes: brother, sister, step-brother, step-sister, half-brother, half-sister, adopted brother, adopted sister.

Priority 4

- Children of all staff will be considered where the parent has a permanent contract of employment and they were recruited to fill a vacant post for which there is a demonstrable skill shortage. They can work at any site with Rainbow Education Multi Academy Trust.
- Children of all staff will be considered where the parent has a permanent contract of employment. They can work at any site with Rainbow Education Multi Academy Trust. and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

Priority 5

- All other applicants who have expressed a preference for the school.

In priorities 1 to 3, if there are more applicants than there are places available, distance from the child's permanent home address to the main entrance of the primary school will be used to determine which children are admitted. In all cases, where distance from home to school is used to determine admission, those children living nearest to the school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the main entrance gate of the academy. Parents will be required to provide relevant proof of address e.g. council tax bill, utility bill, tenancy agreement or proof exchange of contracts if the property has recently been purchased. The Trust reserves the right to request any additional information that may be required in order to confirm proof of address. If two or more children live the same distance from the school, and there is only one place available, random allocation will be used to decide which child is admitted.

Non- Denominational Schools Within the Trust (Shoreside Primary School, Townfield and Well Lane)

Children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) names the school.

Priority 1

- Looked after children (LAC) in the care of the local authority.
- Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Looked after children and all previously looked after children, including those 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 (or became subject to a child arrangement order or special guardianship order)

Local Authority Definitions:

Sefton: 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 (or became subject to a child arrangements order, or special guardianship order). *

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Wirral: 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 under section 22(1) of the Children Act 1989. A previously Looked After child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order. This also includes 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.)

Priority 2

- Children who will have a sibling at the school when they are due to start the school. The definition of sibling includes: brother, sister, step-brother, step-sister, half-brother, half-sister, adopted brother, adopted sister.



Priority 3

- Children of all staff will be considered where the parent has a permanent contract of employment and they were recruited to fill a vacant post for which there is a demonstrable skill shortage. They can work at any site with Rainbow Education Multi Academy Trust.
- Children of all staff will be considered where the parent has a permanent contract of employment. They can work at any site with Rainbow Education Multi Academy Trust. and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

If applicable, parent(s)/carer(s) must clearly identify the name of the school (or trust) employee on their application form. If an applicant fails to identify the name of the school employee on their application, it is possible that their application may not be able to be considered under this criterion for that particular school.

Parent(s)/carer(s) must state the employee's name on their admission application form. Details will be validated by the school.

Priority 4

- All other applicants who have expressed a preference for the school.

In priorities 1 to 3, if there are more applicants than there are places available, distance from the child's permanent home address to the main entrance of the primary school will be used to determine which children are admitted. In all cases, where distance from home to school is used to determine admission, those children living nearest to the school will be given preference. The distance will be measured by shortest walking distance between the child's permanent home address and the main entrance gate of the academy. Parents will be required to provide relevant proof of address e.g. council tax bill, utility bill, tenancy agreement or proof exchange of contracts if the property has recently been purchased. The Trust reserves the right to request any additional information that may be required in order to confirm proof of address. If two or more children live the same distance from the school, and there is only one place available, random allocation will be used to decide which child is admitted.

Waiting Lists

Waiting lists for oversubscribed schools will be drawn up in accordance with the admission policy. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the criteria. Late applicants for the school will be slotted into the order according to the oversubscription criteria. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Education, Health and Care Plans (EHC Plans)

Occasionally, the issuing of an Education, Health and Care Plan may override the offer of a school place under the Trust's admission arrangements or may result in the withdrawal of the offer of a school place. This is because the school to which parents apply may not be able to adequately support the child's

individual needs. Parents will be consulted about a school placement via the Education, Health and Care Plan procedures at the local authority.

It is important to note that if your child has an Education, Health & Care Plan, the admission appeals procedure is not the appropriate procedure to follow. Please contact the Special Educational Needs Section of your local authority to discuss this matter further.

Number of Permitted Applications and Appeals

If your application is unsuccessful, you may ask the Trust/LA to reconsider a second appeal but only if there has been a significant and material change to your circumstances since the time of your initial application.

If the trust/LA reconsiders your application and then refuses your child a place because the year group is full, you have the right to appeal against this decision.

If you are refused admission for your child to a school, you may only appeal once in an academic year for a particular school.

If your application and appeal for a school are unsuccessful, then you cannot submit another application or appeal during that same academic year. However, you can apply again and, if necessary, appeal for a place in the next academic year.

Independent Appeal Procedure

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents/legal guardians should notify the governors at the school within 20 days of receiving the letter refusing a place. Parents/legal guardians will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. All information and evidence to support your appeal must be submitted within 25 days of receiving the letter refusing a place. If you submit anything after the deadline, it might not be considered and may result in delays to your hearing.

Parents/legal guardians will normally receive 10 days' notice of the place and time of the hearing. Appeals must be heard within 40 school days of the deadline for making an appeal.

Appeals will be heard by a panel of three or more people at the appeal hearing. The panel will be independent and will be run in accordance with the Appeals Code. The clerk and the panel members will be fully trained in admissions law.

At the hearing:

- The Trust/LA will explain why they turned down your application
- You'll be able to give your own reasons why your child should be admitted
- The appeals panel must decide if the school's admission criteria were properly followed and comply with the school admissions code
- You'll be sent a letter with the decision about your child's school. If your child is refused a place, you can appeal against the decision. The letter will tell you how. You must appeal against each rejection separately. You can only appeal once against each rejection.

Making a Complaint about the Appeals Process

You can complain about the way the appeal was carried out, but you can not complain about the decision itself. Complaints should be made to the Education and Skills Funding Agency (ESFA).

Home Address and Change of Address

When deciding school allocations, the child's permanent home address will be used. The Trust/LA follows the guidance of the local authority in which the school is situated. In the absence of any local guidance, the Trust will follow Liverpool Local Authority which defines this as the address of the child's parent(s) or legal guardian(s).

If parents or legal guardians live at different addresses and both have parental responsibility, the address of the parent or legal guardian claiming Child Benefit may be used to determine the child's permanent home address. The Trust reserves the right to request appropriate evidence to determine the child's permanent home address.

If you change your child's permanent home, please tell the appropriate local authority immediately. This is because the permanent home address at which a child resides is an important criterion in determining the allocation of school places. Because of this, if your child's permanent home address alters, it may affect the allocation of a school place for your child.

Fraudulent or Misleading Information

Sections 2.12 and 2.13 of the current School Admissions Code allows admitting authorities to withdraw places from children whose parents / guardians have given fraudulent or intentionally misleading information in order to obtain a place in an oversubscribed school. If the Trust receives information that this is the case, the parents / guardians will be required to provide appropriate proof to substantiate the information they have given. If this cannot be provided, the place may be withdrawn.

Please note, the Trust reserves the right to undertake all necessary investigations and request any additional information that may be required in the event that it has reason to believe that there are concerns about the validity of an application.

Delaying Entry to Reception Class Within the Same Academic Year

A Local Authority is required to provide for the admission of all children to school in the September following their fourth birthday and most children do start school in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age which is following their fifth birthday.

The School Admissions Code does allow for parents/carers to make a request to delay their child's entry to Reception class until later on in the academic year or until the term in which the child reaches compulsory school age. Parents and carers can also request that their child should take up a reception class space on a part time basis until their child reaches compulsory school age. If a parent wishes to delay their child's entry to Reception class or take up a part time Reception class place until the child reaches compulsory school age, then they should make an appointment with the Head teacher (s) of the school (s) that they wish to apply for so that they can discuss this matter in more detail.

Deferring Entry to Reception Class until the next Academic Year for Summer Born Children

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age **following** their fifth birthday. For summer born children, (those born between 1st April and 31st August) this is almost a full school year after the point at which they could first be admitted.

In July 2013, the Department for Education issued non-statutory guidance on the issue of school admissions for summer born children. The main points of the guidance are summarised as follows:

- School admission authorities including Trusts are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for those parents that may feel that their child is not ready to begin school at this point.
- Paragraph 2.17 of the admissions code enables a parent to request that their child is admitted outside of their normal age group.
- **School admission authorities, including Trusts, are responsible for making the decision on which year group a child should be admitted to, but they are required to make a decision taking into account the individual circumstances of the case.**
- There is no statutory barrier to children being admitted outside their normal year group.

A copy of the actual guidance note can found on the Department for Education's website at www.gov.uk/government/organisations/department-for-education.

In-Year Admissions

An in-year admission application is one that is made outside of the normal time of transfer between schools, for example, when a family moves house part way through a school year. Our schools are able to accept in-year admission applications directly from parents.

Fair Access

We recognise that the purpose of fair access protocols are to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. We will endeavour to ensure that our admission arrangements uphold the interests of looked after children and previously looked after children and other potentially vulnerable pupils including those who have already been admitted to the school.

Our policy and consideration of fair access requests reflects the DFE principles and expectations on all parties to ensure Fair Access Protocols operate effectively at a local level. It is recognised that the Trust may have to work with different protocols according to which local authority an individual academy is located in. [Fair Access Protocols](#)

We acknowledge that School Admissions Code gives local authorities and schools, including academies, the freedom to develop and agree protocols which best serve the needs of children in their area.

Procedures

All schools in the Trust are expected to respond to requests by local authorities to admit a child under Fair Access Protocols within seven calendar days.

We expect to work together with the local authority collaboratively, taking into account the needs of the child but also of those pupils who already attend our schools.

Consultation by the Local Authority

Where a local authority considers that an academy will best meet the needs of any child, it can ask the academy to admit that child, but has no power to direct it to do so.

We acknowledge that before deciding to issue a direction to a voluntary aided, foundation school or an academy, a local authority must consult the governing body of the school, the parent, and the child if they are over compulsory school age.

If, following consultation, the local authority decides to direct, they must inform the governing body and Headteacher of the school. We intend to respond to any requests or directions promptly and fairly. When possible, we would hope to admit and successfully support these pupils.

Our initial response will be in seven days but if we cannot agree on a start date for a child, we will set out our reasons for refusal in writing to the local authority within 15 calendar days (providing contact details to cover any approaching bank holiday or holiday periods).

When refusing to take a child on fair access, our reasons might include:

- Infant class sizes
- Class sizes for older pupils
- Ability to cater for the needs of current children in the class, including those with additional needs
- Capacity to cater for the needs of the prospective pupils including any additional needs
- Whether the local authority has applied the local Fair Access Protocol appropriately
- Whether the Academy has been asked to accept a disproportionate number of children under the Fair Access Protocol compared to other schools. This includes a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

We acknowledge that, if we have not agreed a start date within 15 calendar days, the local authority can apply for a direction from the Secretary of State via the Education Funding Agency who acts on his behalf in these cases.

However, we would expect a local authority to explore mediation between us before a request is made to the Secretary of State to direct an academy school to admit a child.