



Tudor Grange Primary Academy
Hockley Heath

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**Early Start/Preschool/Nursery Admissions Policy for
2027/2028**

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Principal	Miss Louise Porter
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Introduction

1. This Admission Policy is part of the admission arrangements for Tudor Grange Primary Academy Hockley Heath (Academy), a primary academy which is part of Tudor Grange Academies Trust (Trust), a multi academy trust.
2. The Academy is a co-educational, non-selective, publicly funded school that welcomes applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.
3. The Academy admits children aged 2 to 4 years of age to its Early Start/Preschool/Nursery. There is no statutory guidance affecting nursery admissions arrangements. The Academy admits early start/preschool/nursery children at the beginning of the academic year and throughout the remainder of the academic year dependent on availability of spaces within the preschool/nursery class.
4. Parents should note that attendance at the Academy's Nursery will not result in automatic transfer to Reception Year at the Academy. A separate application for admission must be made by parents which will be processed with all other applications for the Reception Year. Please see separate School Admissions Policy (paragraph 18.5), up to 15 children who attend the Academy's Nursery are given priority over other remaining applicants.
5. Parents should note that attendance at the Academy's Early Start or Preschool provision does not guarantee admission for the following school year. A separate application for admission must be submitted for each stage of provision. All applications will be considered alongside other applications received for Early Start, Preschool, or Nursery places and will be assessed in accordance with the oversubscription criteria set out in Section 11 of this policy.
6. The 'admission authority' for the Academy is the Trust, via its Board of Trustees, who delegate some of its admission functions to an Admission Committee. These functions are carried out in compliance with the School Admissions Code 2021 (Admissions Code) and the School Admission Appeals Code 2022 (Appeals Code), along with other relevant law relating to equality, human rights and special educational needs.
7. In education law and this policy, a 'parent' means a natural or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for, the child), as well as other persons who are not the natural or adoptive parent of the child but who have care of and/or parental responsibility for them.

Children with an Education, Health and Care plan (EHCP)

8. Children with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named therein as the one the child will attend.
9. Where the parents of a child with an EHCP want them to be educated at the Academy, they must discuss this with SEN team at their home Local Authority. The home Local Authority may

then consult the Academy on its suitability and compatibility, before deciding whether or not to name it in the child's EHCP.

10. Where the Academy is named in an EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Early/Start/Preschool/Nursery at the start of September), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the Academy is named regardless of numbers.

Oversubscription criteria for Preschool/Nursery

11. In the event of oversubscription, applications exceed the number of places available, priority will be given to Nursery applications before Preschool and Early Start applications are considered. Priority will then be offered to Preschool places before Early Start applications are considered.
12. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

12.1. Looked after and previously looked after children

A 'looked after child' is one 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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

12.2. Children with an exceptional medical and/or social who need to attend Tudor Grange Primary Academy Hockley Heath.

The child must have an exceptional medical and/or social need that means that only Tudor Grange Primary Academy Hockley Heath is suitable for them to attend, and no other local school would be suitable.

A completed Exceptional Medical and/or Social Need Form (published on the Academy's website or available from the Academy's main office) must be submitted with the application for admission for inclusion in this category to be considered. Part A of this form must be completed by the parent whose details are given in the application for admission. The form must then be given to a medical or other professional (e.g. GP,

hospital consultant, psychiatrist, psychologist or social worker) for completion of Part B, signing, dating and stamping, before it is submitted with the application.

The criteria in this category set a high threshold to meet. For the avoidance of doubt, simply having a medical or behavioural condition, or special educational or other needs, will not be sufficient. There must be compelling evidence that only Tudor Grange Primary Academy Hockley Heath is suitable for the child to attend and no other local school is suitable, which is caused by the need.

The decision as to whether the applicant child will meet the criteria for inclusion in this category will be made by the Academy's Admission Committee.

12.3. Children living in the catchment area of Tudor Grange Primary Academy Hockley Heath.

The child's home address (as defined in this policy) must be located in the catchment area for the Academy at the time of application and admission.

Whether or not the child's home address is located in the catchment area for the Academy can be checked via the Solihull Metropolitan Borough Council's website using the following link:

[Online Maps \(arcgis.com\)](https://www.solihull.gov.uk/online-maps)

Parents should insert the child's home address and then click on 'Primary School Catchment Areas' which will result in school(s) in the catchment area being listed, and the map being populated with the catchment area boundary.

12.4. Children with a sibling at Tudor Grange Primary Academy Hockley Heath

The sibling must be on the roll at Tudor Grange Primary Academy Hockley Heath at the time of application and will still be on the roll at the time of the applicant child's admission.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild) or friend will not be a 'sibling', even if they live at the same address as the applicant child.

12.5. All other children

All applicant children not included in any of the categories above will be included in this category.

Tie Breaker

13. Where there are more applicants than places in any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child's home address (as defined in this policy) and the Academy, with those living closer having higher priority.
14. Distance will be measured on the Academy's behalf, in a straight line from the child's normal home address to the main pedestrian gate for the Academy. Dedicated software will be used which uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). These grid references provide a single unique point for the child's home address and the Academy.
15. Where the distance between two or more applicant children is equal, random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the Academy.
16. Where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same year group at the same time, but not all of them are allocated a place because of the application of the tie breaker for the final place(s), all of them will be allocated a place regardless of pupil numbers.

Child's Home Address

17. The child's home address is defined in this policy. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.
18. The child's home address is the residential (not business) address at which they will live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their admission. Where the child lives with more than one parent and the pattern for overnight stays is irregular, this will be assessed over the most recent five term time weeks.
19. Parents will be expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include family court orders setting out child arrangements and/or proof of ownership and renting.
20. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant's permanent home address may be requested. If the child/sibling moves address during the course of the application process, Tudor Grange Primary Academy Hockley Heath must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition, and of the expected moving date.
21. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quarters address may be used, at the parent's request.

Application process in the 'Normal Admission Round' (Early Start/Preschool/Nursery)

22. The 'normal admission round' for applications for admission to Early Start/Preschool/Nursery in September covers all applications made by the deadline for applications (18 December

2026), as well as applications made after this date but in time for the Academy to offer a place by the 'offer day' (29 January 2027).

23. Applications in the 'normal admission round' for Preschool/Nursery must be made to the Academy using the Early Start/Preschool/Nursery Application Form, which is available on their website.
24. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.
25. A 'late application' is one received before the first day of term but not in time for the Academy to offer a place on 'offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.
26. Parents will be notified of the outcome of their application on the 'offer day' by email.
27. Parents have 2 weeks to accept or decline the place. Places that have not been accepted will then be offered to the next child on the list.

Application process In-Year Admission (Early Start/Preschool/Nursery)

28. An 'in-year application' is one made for Early Start/Preschool/Nursery on or after the first day of term in September, or for any other year group at any time.
29. The PAN set for Early Start/Preschool/Nursery applies throughout the year of admission but ceases to apply after that. This means that in-year applications made for Early Start/Preschool/Nursery may be refused on the basis that there are no places available within the PAN.
30. Where multiple in-year applications for Early Start/Preschool/Nursery are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.
31. In-Year applications for Early Start/Preschool/Nursery must be made to the Academy using the Early Start/Preschool/Nursery Application Form, which will be available on their website.
32. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.
33. The outcome of in-year applications will be notified in writing to parents within a maximum of 10 school days of receipt.

Right of Appeal

34. There is no statutory right of appeal for admission to a early start/preschool/nursery setting. Any disputes over the administration of the policy will be dealt with through the Academy's complaints procedure.

Waiting List

35. The Academy has a waiting list for Early Start/Preschool/Nursery, which continues to run throughout the school year. Names will not be removed from the waiting list unless parents contact the Academy to say that they want their child's name to be removed.
36. Waiting lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/ applicant's name was added to the list. This means a child/applicant's name can go up, as well as down, the list as more names are added.
37. When a place becomes available, the tie breaker set out above (i.e. distance then random allocation) will be used to determine which child/applicant in the highest category (if more than one) will be offered the place.