



ADMISSIONS POLICY

2026/2027

Passmores Academy
Part of the Passmores Co-operative Learning Community

PASSMORES ACADEMY ADMISSIONS POLICY 2026/27

The Trustees of the Passmores Co-operative Learning Community (PCLC) are the admissions authority for all PCLC schools.

Applications must be made in accordance with the co-ordinated scheme operated by the child's home Local Authority. For children resident in Essex, this is detailed in the Primary Education in Essex and Secondary Education in Essex booklets.

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription, places will be allocated using the following area criteria in the order given:

1. Looked After Children and previously Looked After Children.
2. Children with a sibling attending the school at the time of application.
3. Children attending one of the following primary schools (part of the Passmores Co-operative Learning Community)
 - Potter Street Academy
 - Purford Green Primary School
 - The Downs Primary School
 - Pear Tree Mead Primary School
4. Children of a permanent member of staff who has been employed to work at a PCLC Academy for two years or more at the time of application
5. Other children living in the defined geographical area of Harlow.
6. Remaining applications.

The published admission number (PAN) is 240. In view of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above.

All distances are calculated by the Local Authority using a Geographical Information System. In the unlikely event two applicants with identical distance are competing for a single space lots will be drawn.

Sibling definition

For applications made in the normal admissions round and for mid-year applications, the school will use the sibling definition outlined by the Local Authority in the Secondary Education in Essex booklet.

Transport (defined geographical area of Harlow)

If you reside in the defined geographical area of Harlow, transport will only be provided if you meet the distance criteria outlined on page 21 of the Secondary Education in Essex booklet, and if your child will be attending the nearest school to your home address using the shortest walking route. If you would like to confirm the school for which you would be entitled to transport assistance please contact 0845 603 2200 and ask for the Education Transport & Awards Team.

Additional Information

- Waiting list is held until end of autumn term.
- Any unsuccessful applicants will be informed of their right to appeal against the decision.
- Any applications for existing year groups should be made direct to the Academy in the first instance. A place will normally be offered if there is room in the relevant year group.
- For information on requests for a young person's admission into a year group different from that determined by date of birth, please refer to Appendix 1.

This policy was approved by the Trustees, in consultation with the Local Governing Body the 7th October 2024. The policy will be reviewed annually.

PCLC Admissions Policy - Appendix 1

This appendix sets out the policy for responding to parental requests for children and young people's admission to PCLC schools, into a year group different from that determined by their date of birth. This includes delayed admission to reception for summer born children

The process is as follows:

1. On receipt of such a request, by telephone or in writing, the admissions team will confirm to the parent(s)/carer(s) that their request is to a year group different to that determined by a child's date of birth and advise them to discuss this with the principal or headteacher(s) of the schools (up to a maximum of 3 schools) they are interested in applying to in the first instance.
2. Admissions will also contact the principal/headteacher and advise/remind them of the procedure for dealing with 'out of year' group admission requests.
3. If, after discussion with the principal/headteacher, the parents/carers still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence.
4. The application form will ask for basic information about the child as well as:
 - The nature of the request;
 - Clear reasons for the request;
 - The child's educational history;
 - Indication of the child/young person's wishes (opportunity for them to record their view directly where practical/age appropriate).
5. In addition they will be asked to provide specific information/documentation that may include:
 - School or other educational reports (from the previous school or Early Years setting where this is available);
 - Existing professional reports and assessments e.g. educational psychology reports from LA;
 - Health information;
 - Exam courses being followed.
6. Parents/carers will be informed of the date that the Trustees of the PCLC will meet within fifteen school days of receipt of their written request (application form and supporting evidence).
7. Parents/carers will be informed of the decision of the Trustees in writing within five working days of the meeting. In the meantime, if the child is already attending a school, they should continue to attend the current school.

The decision making process

When requests for admission to a year group different from that determined by a child's date of birth are received, a Trustees' meeting will be convened to consider the written application and supporting information/evidence provided by the parent(s).

A member of the Admissions Team will minute the meeting and inform the parent/carer of the outcome.

On occasion, there may be insufficient evidence for the Trustees to reach a decision. In this instance the Trustees may request additional information, or a meeting with the parent(s)/carer(s) which may include the child or young person.

Criteria for agreement to 'out of year' admissions

The Trustees will consider evidence relating to all aspects of the child's development and needs when coming to a decision.

For requests for change of year group where a child is already in school, issues to be considered will include:

- Whether there is clear evidence that the child has previously been educated in a year group above or below that determined by their date of birth, and that this has had positive benefits.
- Whether there is clear, documented evidence that to place the child in their normal age group would be detrimental to their educational progress or likely exam performance.
- Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date of birth.

For requests for delayed admission for summer born children, the Trustees will consider the following:

- The needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Relevant research into the outcomes of summer born and premature children.

Right of appeal following the decision

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents/carers can make a complaint through the PCLC's complaints procedure. If a parent/carer is unhappy with the way the PCLC has handled their complaint, the parent/carer may then refer their complaint to the Local Government Ombudsman <http://www.lgo.org.uk>