

Admissions Arrangements for Curledge Street Academy for the 2025-2026 school year.



This policy was adopted	September 2025
To be reviewed	September 2026
Consulted 2024, consultation again 2031	

Introductory statement

Schools to add a short description of school e.g.

Curledge Street Academy is a 2 – 11 Primary School.

Published Admission Number (PAN)

The school has an admission number of **60** for Year R. It will admit this number of pupils if there are sufficient applications. If fewer than **60** applications are received, all applicants will be offered a place. If more than 60 applications are received, the oversubscription criteria below will be used to determine which applicants can be offered a place.

Main admissions round application process

Admissions to the School are part of the co-ordinated admissions scheme of Council. Parents wishing to apply for a place should put the school down as a preference on the common application form. Further information about this process can be found: (add website for council main admissions)

Timing of Entry to Reception Class Children are normally admitted to school during the academic year in which they reach 5 years of age. All children are entitled to a full-time place in the September following their fourth birthday.

If parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. These arrangements do not apply to those being admitted for nursery provision including nursery provision delivered within a school.

Parents of children who are admitted for nursery provision need to make a separate application for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee a place at the school.

Late Applications

Applications received after the closing date for main round (entry to Reception) will be processed after the primary allocation day in April. The same oversubscription criteria will be applied and late applicants will be ranked in the same list as first round applicants who were unsuccessful. Any places available will be allocated strictly according to the oversubscription criteria and not according to time on the waiting list. Applications received in time for the second round will be treated equally with other applications received by the deadlines for this round. After the second round, each work day will be treated as a separate application period. Any child who cannot be offered a place at the academy will be added to the waiting list and if a place becomes available all children on the waiting list on the date the place becomes available will be ranked against the oversubscription criteria to determine the allocation of places.

In-year admissions process

In year applications are those made for children to enter the academy after the start of the school year or for year groups other than reception. The academy takes part in Torbay's co-ordinated scheme for in-year admissions to school. The details will be published separately on the Council's web site. The same oversubscription criteria will be applied to all in year applications to the academy. Each day during term time will be treated as a separate application period. Where the academy is oversubscribed and a place becomes available all applications on the live waiting list on that day will be ranked according to the academy's oversubscription criteria.

Oversubscription criteria

The school will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children.
2. Children who have an exceptional medical or social need that means there is a significant need for them to attend this school rather than another e.g. if it is their nearest school and they have

an illness which means it would be extremely difficult for them to travel to a further school. Children who have an exceptional social or medical need which means they should attend this school rather than any other or whose parents have such a need. Your application must be supported by evidence, for example from a medical specialist or social worker, of the [child's/parent's] need and why it means the child needs to attend this school. Applications that are submitted without supporting evidence cannot be considered under this criterion.

3. Siblings - Siblings of pupils attending the school at the time the application is received. (Siblings will not be prioritised if their sibling is in Year 6)
4. Priority will next be given to children of staff at the School, in either of the following circumstances:
 - a) The member of staff has been employed at the School for two or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Distance/catchment – Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e., the shorter the distance the higher the priority). Measurements are taken by a straight-line distance using Torbay Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the building structure and its precise location will be determined by Torbay Council in accordance with the Geoplace Data Entry Conventions and Best Practice for Addresses. This is for admissions purposes only and is not used to determine eligibility for school transport.

Tie-break

If a tie-break is necessary, random allocation will be used to determine which child will be offered a place. This will be verified by someone independent from the school who will conduct the random allocation.

The infant class size rules allow schools to exceed the limit of 30 pupils per teacher when children from a multiple birth are tied for the final place.

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for a place. They will all be offered a place and we will exceed our admission number.

Delayed admission to reception

Parents who are offered a place for their child in the reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group (including for 'Summer born' children)

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should make their request to the school, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests.

The academy trust will make a decision on the basis of the circumstances of the case and whether it may be in the child's best interests, taking into account the views of the headteacher and any information provided by the parent. The school will notify parents of the decision and set out clearly for the parent the reasons for their decision.

Parents who are unhappy with the decision in respect of an application out of chronological age group can make a complaint about that decision in accordance with the school's complaints policy.

Waiting list

If the academy is oversubscribed a waiting list will be maintained for all year groups. Each added child will require the list to be ranked again in line with oversubscription criteria. Looked after children and previously looked after children, and those allocated a place at the school in accordance with Torbay's Fair Access Protocol, will take precedence over those on the waiting list. The waiting list will be kept until 31 December for main round applicants. After this, and for all in year moves, applicants will need to complete an in year application and to confirm before the start of each half-term in writing or by email their desire for their child's name to be kept on the waiting list.

Appeals

[How to submit an appeal - Torbay Council](#)

Monitoring Arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Board will publicly consult on these changes. If nothing changes, it will publicly consult on the School's admission arrangements at least once every 7 years.

Notes

Term	Definition
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"Home" address	<ul style="list-style-type: none"> • A child's home is the place where they normally live. Where a child's parents do not live together and the child spends part of the week with each parent, their home address will be the address at which they spend most nights from Sunday to Thursday during term time.
Sibling	<ul style="list-style-type: none"> • A natural brother or sister, or half brother or sister • A legally adopted brother or sister, or half brother or sister • A step brother or sister • Other child living in the same household as part of the same family where they are living at the same address as the applicant on the date of the application.
Looked after children	<ul style="list-style-type: none"> • Children in the care of a local authority as set out in Section 22 of the Children Act 1989.
Previously looked after children	<ul style="list-style-type: none"> • Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangements order or special guardianship order. Also children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.