The following admissions policy is for schools within The Pegasus Academy Trust, namely: Beulah Infants, Ecclesbourne Primary, Whitehorse Manor Infants (Brigstock site and Whitehorse Road site), and Whitehorse Manor Juniors (Brigstock site and Whitehorse Road site).

**Supplementary Information Form (SIF)**
The school does not require a supplementary Information form to be completed.

**Nursery classes**
A number of schools within the Pegasus Academy Trust (PAT) have nursery classes. If oversubscribed for nursery places, PAT uses the following criteria to prioritise applications. Ecclesbourne Primary has a nursery class providing 52 part-time places for 3/4 year olds.

If your child is attending a nursery class attached to an infant or primary school, you MUST still apply for a reception class place. There is NO automatic transfer from a school's nursery class to its reception class(es). An application must be submitted by the closing date and your child must meet the published admissions criteria of the school to be considered for a place.

**Admissions criteria**
If the number of applications for a school is higher than the number of places available, after the admission of children with a statement of special education needs where this school is named on the statement, the allocations will be made by applying the following criteria in the order in which they are set out below:

1. **Children looked-after** (CLA) or Children previously looked-after (see Note 1).

2. **In the case of a junior school, children on roll at the linked infant school:** At the point of transfer from Year 2 to Year 3, priority for allocation of places at a junior school/site is given to those children on roll at the linked infant school/site at the time of application. Parents of children in Year 2 of an infant school need to complete a separate application form for a Year 3 place in a junior school. (see Note 2)

3. **Siblings:** Children with a brother or sister who will be in attendance at the school or, in the case of an infant/junior school, also at the linked infant or junior school/site, at the time of enrolment of the new pupil (see Note 3).

4. **Medical:** Pupils with serious medical reasons for needing to attend the school. A serious medical condition of a parent which would prevent them taking their child to another school may also be relevant (see Note 4).

5. **Children of staff at the school** (see Note 5).

6. **Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 6 and 7).

**Tiebreaker**
Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils, then lots will be drawn. This will be independently verified. (see Note 10)

**Waiting lists**
Waiting lists for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon’s admissions team and not the individual schools. Parents should contact the admission team directly about their child’s current position on the waiting list. Please note that your child’s position on a school’s waiting list can move up or down and placement on the list is no guarantee of a place at any school within the trust.

**In-year applications**
In year applications for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon’s admissions team and not the individual schools. In year application forms are available at any of the schools within the trust or can be completed online.

**Appeals**
Appeals against admission decisions for places in year and for reception are held in accordance with the admissions code. They are co-ordinated for The Pegasus Academy Trust by Croydon’s independent appeals service.

**Children of multiple births.**
Where a parent applies for entry into the same year group for more than one child and there are not enough places available for all the siblings, then provided there is a place for at least one of the siblings the remaining siblings will be offered places at the school.
Notes for clarification

Note 1. ‘Children looked-after’ are children in public care at the date on which the application is made. If an application is made under the children looked-after criterion, it must be supported by a letter from the relevant local authority children’s services department. Children previously looked-after are children who were looked after but ceased to be so because they were adopted or subject to a residence order or a special guardianship order.

Note 2. There is no automatic transfer from Year 2 in an infant School to Year 3 in a junior school. A Common Application Form must be submitted by the closing date and your child must meet the published admissions criteria of the school to be considered for a place. Linked schools are described in the table below:

<table>
<thead>
<tr>
<th>Linked infant and junior schools/sites</th>
<th>Linked with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitehorse Manor Infant School (Whitehorse Road site)</td>
<td>Whitehorse Manor Junior School (Whitehorse Road site)</td>
</tr>
<tr>
<td>Whitehorse Manor Infant School (Brigstock site)</td>
<td>Whitehorse Manor Junior School (Brigstock site)</td>
</tr>
<tr>
<td>Beulah Infant School</td>
<td>Beulah Junior School</td>
</tr>
</tbody>
</table>

Note 3. A sibling is defined as a brother or sister, half brother or sister, step brother or sister, foster brother or sister or adopted brother or sister whose main residence is at the same address.

Note 4. The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the trust’s nominated medical advisor. The application must be supported by a letter from a hospital consultant and/or the family’s GP. “Parent” is defined as the father, mother, foster father, foster mother, legal guardian or the person who has full parental responsibility for the child. The medical needs of the parent will only be taken into account where the school is the nearest school to the child’s home, where ‘home’ is defined in Note 6 and distance is defined in Note 7.

Note 5. The teaching or non-teaching member of staff must have been employed by PAT at the school for a continuous period of two years prior to the application date on which the child would be admitted to the school.

It may also include a member of staff who is employed by PAT at the school to fill a vacant position for which there is a demonstrable skill shortage identified and minuted by the Academy Trust. The child(ren) of the staff member would have a priority under this criterion ONLY for the school at which their parent works.

Note 6. ‘Home’ is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The trust should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

Note 7. Distance will be measured in a straight line from the centre of the pupil’s main home to the designated main entrance, nominated by the school, using the local authority’s computerised measuring system with those living closer to the school receiving higher priority. For shared properties (e.g. flats) the centre will be taken from the centre of the building.

Note 8. Child minding factors cannot be taken into account when allocating places at PAT schools. Parents of children attending the nursery class at an infant or primary school must still apply in the usual way. These children are not guaranteed a reception class place at the school.

Note 9. Child’s permanent address. The child’s address should be that of the child’s permanent place of residence. A business address, work place address, or childminder’s address will not be accepted. A relative or carers address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility i.e. a court order must be supplied.

Note 10. Shared custody. If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where child benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by PAT.

Note 11. Change of address. Changes of address will only be considered where PAT receives the following, independent evidence.

(a) Letter from a solicitor confirming the exchange and completion of contract for the new place of residence.

This is a summary. Please see school’s website for the full policy.