



Stanley Crook Primary School Wooley Terrace,
Stanley Crook, Co. Durham, DL15 9AN

Headteacher: Mrs Michelle Norris

Tel: (01388) 762 858

E-mail: stanleycrook@durhamlearning.net

Web site: www.stanleycrook.durham.sch.uk

OUR MISSION: TO TRY OUR BEST, TO TELL THE TRUTH, TO LOOK AFTER EACH OTHER AND THE COMMUNITY

"Pupils' personal development, behaviour and welfare is OUTSTANDING" (Ofsted, 2019)

Admissions Policy

Completed by:

Mrs M Norris

Date Implemented:

September 2026

Review date:

September 2027

Stanley Crook Primary School is committed to improving outcomes for all pupils



SCHOOL
MEMBER



1. Introduction

Stanley Crook Primary School is a community primary school maintained by Durham County Council.

As a community school, the admission authority for Stanley Crook Primary School is **Durham County Council**, which determines and administers admission arrangements in accordance with:

- The School Admissions Code 2021.
- The School Standards and Framework Act 1998.
- The School Admissions Appeals Code.
- Relevant admissions legislation and guidance issued by the Department for Education.

The Governing Body fully supports these arrangements and is committed to ensuring all admissions are administered fairly, transparently and in accordance with statutory requirements.

2. Aims

Stanley Crook Primary School seeks to:

- Provide equality of opportunity for all children.
 - Ensure admissions arrangements are clear, fair and objective.
 - Support parental preference wherever possible.
 - Comply fully with national admissions legislation.
 - Promote inclusion and community cohesion.
 - Ensure that no child is discriminated against on the grounds of disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity, sexual orientation, or socio-economic background.
-

3. Admission Arrangements

The admission arrangements for Stanley Crook Primary School are determined annually by Durham County Council.

The school's Published Admission Number (PAN) is determined by Durham County Council and published annually within the Local Authority's Primary School Admissions Guide.

Applications for Reception places must be submitted through Durham County Council's coordinated admissions scheme.

Parents and carers may:

- Apply online via Durham County Council's admissions portal.
- Submit an application by the published deadline.

- Express preferences for schools in accordance with Local Authority procedures.

Meeting parental preference does not guarantee a place where applications exceed the number of places available.

4. Reception Admissions

Children are normally admitted to Reception in the September following their fourth birthday.

Parents may defer their child's entry until later in the academic year in accordance with statutory regulations, provided the child takes up their place before the beginning of the term following their fifth birthday and before the start of the final term of the academic year.

Parents may also request that their child attends part-time until compulsory school age is reached.

Requests for admission outside the normal age group will be considered in line with Durham County Council's published procedures and the requirements of the School Admissions Code.

5. Oversubscription Criteria

Where applications exceed the number of available places, Durham County Council will apply its published oversubscription criteria.

These criteria are detailed annually within Durham County Council's Primary Admissions Guide and typically include:

1. Children in the care of a Local Authority (Looked After Children) and previously looked after children.
2. Children with exceptional social or medical needs for whom this school is the most appropriate.
3. Children living within the school's designated catchment area.
4. Siblings of pupils attending the school at the time of admission.
5. Other children, with priority generally given according to distance from the school.

The full oversubscription criteria applicable for the relevant admissions year are those published by Durham County Council.

6. In-Year Admissions

Applications for admission outside the normal Reception intake must be made through Durham County Council.

Parents wishing to transfer their child from another school or seeking admission during the academic year should:

- Contact Durham County Council School Places and Admissions Team.
- Complete the relevant in-year application process.
- Provide any supporting information requested.

The Local Authority will notify parents of the outcome of the application in accordance with statutory timescales.

7. Children with an Education, Health and Care Plan (EHCP)

A child whose Education, Health and Care Plan names Stanley Crook Primary School must be admitted to the school.

Such children are admitted before the application of oversubscription criteria.

8. Infant Class Sizes

The school complies with statutory infant class size legislation.

Reception, Year 1 and Year 2 classes will not normally exceed:

30 pupils per qualified teacher

except where legislation permits the admission of additional children under the infant class size exceptions.

9. Admission Appeals

Where a place is refused, parents have the statutory right of appeal.

Appeals are administered in accordance with the School Admissions Appeals Code.

Appeals are heard by an independent appeal panel whose decision is legally binding on all parties.

Information on how to appeal will be provided by Durham County Council when a place is refused.

10. Waiting Lists

Durham County Council maintains waiting lists in accordance with its coordinated admissions arrangements.

Positions on waiting lists are determined by the published oversubscription criteria and not by the date an application was received.

A child's position may change if other children join or leave the waiting list.

11. Fair Access Protocol

The school participates in Durham County Council's Fair Access Protocol.

This protocol ensures that vulnerable children and those who have difficulty securing a school place are placed in school as quickly as possible.

The protocol may require places to be allocated above the Published Admission Number where appropriate.

12. Equality and Inclusion

Stanley Crook Primary School is committed to:

- Promoting equality of opportunity.
- Eliminating discrimination.
- Fostering good relations between different groups.
- Making reasonable adjustments for disabled pupils.
- Supporting children with SEND.

Admissions decisions will be made in accordance with the Equality Act 2010.

13. Monitoring and Review

The Governing Body will monitor the implementation of this policy annually.

The policy will be reviewed each year to ensure continued compliance with:

- School Admissions Code 2021.
 - School Admissions Appeals Code.
 - Durham County Council Admissions Arrangements.
 - Relevant Department for Education guidance.
-

This policy should be read alongside Durham County Council's current Primary Admissions Guide. Where any discrepancy exists, the Local Authority's published admissions arrangements for the relevant academic year shall take precedence.