

Admissions Policy 2025-2026

Monitoring and review

This policy will be reviewed annually by the Proprietor Body to assess its effectiveness. The policy will be promoted and implemented throughout the school.

Staff With Responsibility For Policy:		Shelley Jamieson	
Date Established:	Summer Term 2011	Review Cycle:	Every One Years

Document Control & Review			
Date:	Action:	Changes Made:	By:
07.07.21	Created	Policy created and sent out for consultation	SJ
Reviewed annually	Reviewed		SJ
29/09/23	Reviewed	No changes	SJ
03/09/23	Reviewed	Policy amended to include both Phoenix IS & The Registry	SJ
25/09/24	Reviewed	Admission numbers for The Registry added.	SJ
25/09/25	Reviewed	Updated admission numbers for PhX following material change request.	SJ
		No updates to the statutory/mandatory guidance that affects this policy in the past year.	

Status

Statutory

Introduction

As independent schools, Phoenix Independent School and The Registry are responsible for setting their own admission requirements. However, this school admission policy encompasses guidelines set out in the School Admissions Code 2014.

Policy and Numbers

Pupils will be admitted in all year groups without reference to ability or aptitude. The published admission number for the schools for the year commencing 1 September 2024 is as follows:

Phoenix Independent School =32

The Registry Independent School = 30

How to Apply for a Place

Applications to the school can come from a number of routes, such as:

- Stoke on Trent Local Authority coordinates the majority of admissions to the school in response to referrals from schools for children who have been permanently excluded or are at risk of permanent exclusion from school;
- Local authorities outside of the Stoke on Trent area may also apply for places directly where they feel the school would offer children a more suitable alternative to current educational provision;
- Schools may refer children directly who they feel would benefit from the smaller more nurturing environment the school offers.
- Parents may also apply for places directly where they feel that their child would benefit from an education at the school.

Fees for places are determined at the point of referral. Fully funded places are available at the discretion of the proprietors.

Those applying for a place at the school must complete an application form which is available from the school. Applications can be made at any time throughout the school year.

All parents are advised to read the Local Authority booklet for parents on secondary admissions.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

How Places are Offered

For admission in September 2024, the school will offer places in accordance with the published admissions numbers above. This is the Published Admission Number (PAN) for the school. In the event that more than these numbers of applications are received, the oversubscription criteria will be applied to determine priority for places. The PAN is the number of the physical capacity of students and no more than this number of students will be on site at any one time.

Offer letters will be issued by the school within 15 working days of the received application form.

Admissions Criteria to be Applied if Places are Over-Subscribed

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

When the school is oversubscribed, after the admission of pupils with Educational Health Care Plans where the school is named in the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67. A looked after child is a child 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 (see the definition in section 22(1) of the Children Act 1989).
2. Children who are living¹ nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school and have siblings² (brothers or sisters) of compulsory school age still attending the school at the time of their admission.
3. Other children whose parents have requested a place.

¹The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts'. ²A sibling is defined as another child of compulsory school age living in the same family home.

Operation of the Reserve List

The school will establish a Waiting List which be maintained up to the end of September in the next academic year, i.e. September 2026. The list will be in rank order and determined according to the Criteria identified above.

Appeals

Parents have the right of appeal against the refusal of a place at the schools for which they have applied. Parents wishing to appeal must contact the school to find out the procedure contained within the school's complaints policy.