



# Lingfield Education Trust

## Admissions Policy

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and designation)	Nick Blackburn CEO
Last review date	16 <sup>th</sup> January 2019
Description of changes	Inclusion of Cambrai Primary School and North Yorkshire Council
Date of Board of Trustees approval	15 <sup>th</sup> January 2020
Date released	17 <sup>th</sup> January 2020
Next review date	Spring 2021

## **Lingfield Education Trust Admissions Policy**

### **Admission Number**

All schools within the Trust have an admission number (i.e. the number of places available). For September 2018, the Published Admissions Numbers into Reception Year for each school in the Trust is:

Cambrai Primary School	30
Corporation Road Community Primary School	45
Heathfield Primary School	60
Hurworth Primary School	30
Mount Pleasant Primary School	30
Northwood Primary School	60
Hemlington Hall Academy	60

### **Admissions Oversubscription Criteria**

If there are more applications than the number of places available in a particular school, then the school is deemed oversubscribed. When stating a preference parents are entitled to state a reason for doing so. However, the only criteria used to allocate places are detailed below.

After the admission of children with special educational needs where a school is named on the statement, and where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below, in the following order:

#### **Priority 1 - Looked After & Previously Looked After Children**

(see appendix 1)

#### **Priority 2 – Children previously in state care outside of England**

Children who have been in state care outside of England and ceased to be in care as a result of being adopted. By Children previously in state care outside of England, we mean children that have been looked after outside of England by a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

#### **Priority 3 - Medical Reasons**

Children with very exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see further explanation).

#### **Priority 4 - Family Links**

Children who have a brother or sister already attending the Academy and are expected to be on roll at that Academy at the time of admission (see definition).

#### **Priority 5 – Rural**

Children living within the rural wards of the Borough of Darlington / Middlesbrough / North Yorkshire who have been unsuccessful in obtaining a place at one of their preferred schools

AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at certain schools (see 'Rural Wards' explanation).

#### **Priority 6 – Distance (Rural Wards of Darlington Borough Council)**

Pupils who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, via the shortest route which is paved/tarmacked\*. This will be based on the home address of the child. To remain consistent the LA uses a Geographical Information System to measure all distances.

#### **Priority 7 – Distance (Urban Wards of Darlington Borough Council)**

Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gates, by the shortest walking route. This will be based on the home address of the child. To remain consistent the LA uses a Geographical Information System to measure all distances. The LA's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked). The LA accepts that there may be exceptions and will treat each case on its merits.

\*In the rural wards, the Council is aware that the shortest route may not be a safe route to walk. Therefore, if a child living in a rural ward is successful in gaining a place at a school; where the route taken when measured by the LA is paved/tarmacked but not also lit at regular intervals, then the LA will provide assistance with transport, even if it is less than the statutory duty for a child of the appropriate age.

A copy of the map is available in the Guide for Parents and on the Council's website.

#### **Admission at the Normal Point of Entry**

Darlington Borough Council / Middlesbrough Council / North Yorkshire Council, as the Admissions Authority for community and voluntary controlled schools, will consider all preferences for the schools against the relevant oversubscription criteria as set out in Appendix 1. In determining admissions, priority will be given to those applications where the Primary School Application (PSA) is received by the published deadline. Applications received after the deadline ('late' applications) will then be considered.

#### **Consideration of late applications**

If parents/carers believe that there are exceptional/individual circumstances which prevented submission of an application form by the stated deadline e.g. families who have moved in to the area after the closing date or if they are a single parent and have been ill for some time or have been dealing with the death of a close relative, then they must provide clear evidence for the LA.

The LA will then consider each application on an individual basis subject to verification. If the LA decides that the reason given is unacceptable then the application will be considered after the applications received by the deadline and the decision of the LA will be final.

These applications will be considered up to and including the stated deadline in January in the Guide for Parents. Further applications received after the January deadline will only be

considered once the process for allocation has been applied to those applications received by the deadline.

### **Offer Day**

Darlington Borough Council / Middlesbrough Council / North Yorkshire Council will inform parents/carers of the offer of a school place on 16<sup>th</sup> April of the year of entry (or the next working day to this date).

### **Appeals Process**

The LA will issue appeals papers if requested to a parent/carer who has been unsuccessful in their application to gain a place at their preferred school(s) as stated on their form for their child(ren).

### **Admission of Children outside Their Normal Age Group and Deferred Entry**

If a parent seeks a place in a year group outside their normal age group, they should complete an application form and attach a covering letter along with accompanying documentation which details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the Schools Admissions Manager at Darlington LA, Middlesbrough LA or North Yorkshire LA who will contact the Executive Head Teacher / Head Teacher / Head of School of the school concerned and ask for their views. Once a decision has been made the LA will write to the parent/carer informing them of the decision and setting out the reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

### **Admission of Children Below Compulsory School Age**

Schools within Darlington Local Authority, Middlesbrough Local Authority and North Yorkshire Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time or parents can defer the date their child is admitted until later in the school year but not beyond the academic year of entry.

## **Appendix 1 - Definitions / Explanations**

### **Looked After Children**

- 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 section 22 (1) of the Children Act 1989):
- An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.
- A **child arrangement order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A **special guardianship order** is an order appointing one or more individuals to be a child's social guardian or guardians

### **Home Address**

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of child-minders or other family members who may share in the care of your child. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside (Monday to Friday).

Where parents/carers are separated and the child lives for periods with both, then the home address will be that of the parent that receives the Child Benefit. If Child Benefit is not being claimed then the LA will ask both parents to agree which address should be used as the home address.

If the main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent/carer was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and move into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

### **Tiebreak**

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer*.

### **Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted' pupil will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Medical Criterion**

If a parent states their preference for a school and indicates their reason for doing so is 'medical', then they will be required to send a supporting letter from a professional

practitioner. The supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties it would cause if the child had to travel to another school.

The LA reserves the right to make contact with the District Medical Officer for independent information regarding the child's condition. We may also seek advice from other qualified professionals, e.g. psychologists or other specialists where necessary.

### **Family Links**

Children have a family link if:

- They are half or full brother or sister.
- They are adoptive brother or sister.
- Their carers are married/co-habiting and children live together in the same household.
- They are children of the same household (e.g. carers have special Guardianship/child arrangement order).

### **Waiting Lists**

A child's position on a waiting list(s) will be determined by the oversubscription criteria. If a parent wishes for their child's name to be added to a waiting list for any school that they stated a preference for, then they must complete the 'options' form attached to the refusal/offer letter issued in April of the relevant year of entry.

The LA holds waiting lists only for schools within Darlington Borough and names can be added to a waiting list at any time. When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria. The Local Authority does not take into account the length of time on the waiting list, nor whether the application was received by the closing date or thereafter.

Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. Thereafter, normal transfers/in-year admission arrangements will operate. Waiting lists for Academy Schools will be held until the end of December, it will then be at the discretion of each Academy School to decide whether they continue to hold a list.

### **In-Year Admissions**

Families who move to the area who require a place(s) at a Darlington / Middlesbrough / North Yorkshire school must contact the Schools Admissions Section at Town Hall. Parents/carers will be sent an In-year Application Form (IYAF) out and directed to the Council's website for a copy of the Guide for Parents. Should a place be available at a school requested by a parent, a meeting with the Executive Head Teacher / Head Teacher / Head of School must take place before a start date is agreed. The Schools Admissions Section in agreement with the parent/carers and the Executive Head Teacher / Head Teacher / Head of School will arrange the meeting. Should however a parent/carer request a place at a school that has no places available, then they will be informed of the appeals process and the availability of alternative school places.