



Everyone is equal, everyone is different  
and everyone is welcome

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## LINTHORPE COMMUNITY PRIMARY SCHOOL

Policy Name: Admissions Policy

2020-2021 TLLT LCPS

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### Policy Details

Date of policy: February 2020

Date of next review: 2021

Member of staff responsible for overseeing that this policy is implemented and regularly reviewed: S Lymer.

## **Linthorpe Community Primary School Admissions Arrangements for School Year 2020-21**

The Legacy Learning Trust is the Admissions Authority for the School.

These arrangements are established in accordance with Annex 1 of the Academy's Supplemental Funding Agreement.

The Local Authority (LA) Admissions Team, Middlesbrough Council, will co-ordinate all admissions and this is referred to as the coordinated admissions scheme.

All Reception admissions will be requested via the LA common admissions form.

### **Admission Number**

LCPS School has an agreed Published Admission Number (PAN) of 90 per year group in the Reception Year group, Year 1, Year 2, Year 3, Year 4 and Year 5. An Agreed Published Admission Number (PAN) of 85 in Year 6. The School will accordingly admit at least 85 and 90 in the relevant year groups if sufficient applications are received. All applications will be admitted if 85, 90 or fewer apply.

### **Children with an Education, Health and Care Plan**

Any child with an Education, Health and Care Plan ("EHCP") is required to be admitted. This gives such children overall priority for admission to the named academy. This is not an over-subscription criteria.

### **Admissions Over-subscription Criteria**

If LCPS is oversubscribed, after the admission of students with Statements of Special Educational Needs or an Education Health & Care Plan where a particular school is named in the Statement or Plan, the over subscription criteria will be applied as follows, in priority;

i) 'Children looked after' (in public care), and children previously 'looked after', but ceased to be so because they were adopted\* immediately following having been looked after. (\* or became subject to a child arrangements order or special guardianship order). See note 1

ii) Children permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required). See note 2

iii) Children who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission. See note 2

iv) Children with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application) See note 3

v) Children who reside closest to a particular school, measured in a straight line.

The measure will be taken from the front door of the child's home to the main entrance of the school.

When distinguishing between children within the same criteria the child with the highest second criteria will be admitted i.e. a child living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a child who lives in the admission zone but does not have a brother or sister attending the school.

Middlesbrough Local Authority/co-ordinated admissions scheme operates an equal preference admissions system, where all preferences are considered equally against the admission criteria. The student is then offered a place at the school with the highest parental preference that can be met.

Action will be considered should false information be submitted in order to secure a place at a particular school.

### **Operation of waiting lists**

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the School will operate a waiting list. Where in any year the School receives more applications for places than there are places available, a waiting list will operate until the end of the first school term. This will be maintained by the School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

### **Late applications**

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been

allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the published closing date.

### **In Year Admissions**

The Local Authority, Middlesbrough Council, will co-ordinate all admissions. The LA school admissions team will liaise between the School and parents. Parents can contact the LA Admissions team on 01642 201889. The LA team will liaise with parents to complete relevant paperwork and to confirm the offer to give details as to why it has been denied.

If a place is offered, parents are asked to contact the School again so that the relevant paperwork can be completed and a start date negotiated.

If a place is not available then parents will be advised accordingly and given the right of an appeal.

### **Fair Access Protocols**

The School works in accordance with the in-year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the School, they will take precedence over any child on the waiting list.

### **Tie breaker**

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line from the front door of the home of the applicant to the front door of the main reception of the school site that was on the original application for a place.

### **Appeals**

The Legacy Learning Trust as the Admission Authority delegates the responsibility for appeals back to the Academy/Local Authority. Parents who wish to appeal the decision of the admissions authority to refuse their child a place at your School may apply in writing to the School where appeals will be heard by an independent panel.

The School can be contacted at the following address:

Mrs Sarah Lymer, Headteacher

Linthorpe Primary School

Roman Road

Middlesbrough

TS5 6EA

Tel: 01642 885222

### **Additional Notes**

**Note 1:** Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved.

**Note 2:** A child's home address, for the purpose of School Admissions, is considered to be the parents or legal carers permanent address. If parents do not live together and your child lives for periods of time with each parent, the home address will be the one where the parent receiving the Child Benefit lives. Proof of address may be required.

**Note 3:** Full details must be submitted at the time of application. If you have any concerns or need any guidance about what might be classed as exceptional social or medical reasons, or what evidence may be submitted, please contact the Admissions Team to discuss the matter in confidence before you submit your application.

**Note 4:** Twins or Multiple Birth Children. If you have more than one child who are twins or part of a multiple birth going through the application process this year, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process. A place will be offered to the other child(ren) if one of your twins/multiple birth children is offered the last place available and you have applied to the same school for the other child(ren).

### **Definitions**

A **sibling** is defined as a child who has a brother, sister, adopted brother or sister or step-brother or step-sister living in the same family unit in the same family household and address who attends the Academy in any year group excluding the final year. Biological siblings who attend the Academy in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

## **Brothers and Sisters**

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

## **Looked after child**

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

(1) 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) at the time of making an application to a school.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **Adoption Order**

An adoption order is an order under Section 46 of the Adoption and Children Act 2002.

## **Residence Order**

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **Residence/resident/ home address**

Residence is defined as the normal family address where the child resides. The qualifications date is the closing date for applications under the coordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be

considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Home address will be the one where the parent receiving child benefit resides. Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

### **Exceptional Medical and Social Grounds**

Children who the academy accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. This includes children in need, as determined by Section 17(10) of the Children Act 1989.