



Mowbray Primary School is included in Northumberland County Council's Admissions Regulations, which are as follows:

Admission to First/Primary Schools

The County Council's admission arrangements reflect the requirements of the School Admissions Code which can be found on the DfE website.

1. The Admissions Policy for Community and Voluntary Controlled Schools

- 1.1 Admission will be once a year on a full time basis in September if the child is four by 31 August 2015.
- 1.2 The County Council is obliged to admit all applicants to a particular school provided these do not exceed the school's Published Admission Number (PAN).
- 1.3 The Published Admission Number of each school for entry in September 2016 is published in the Admissions Handbook.

This publication will be available in September 2015 and can be provided by the School Admissions team on request. Full admission arrangements can be found on the Northumberland County Council website.
- 1.4 In accordance with the School Admission Code, children with a Statement of Special Educational need or an Education Health and Care Plan (EHC) where the school is named in the Statement or EHC Plan will be given priority of admission.

In addition, those children who are deemed to be 'looked after' or who have previously been 'looked after' will be given priority of admission.

The priority order for considering the remaining applications is as follows:

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
2. Pupils with special circumstances, on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.

*NOTE: Supporting evidence should set out the particular reasons why the school in question is the most suitable school and **must** be submitted at the time of application. **You will not be allocated a place under this criterion if you omit to send to the School Organisation Manager a written statement from a professional third party.***

3. Pupils with siblings already in the school and who are expected to be on roll at the school at the time of admission who live within the greater catchment area of the school partnership.

For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.

4. Pupils living within the greater catchment area of the school partnership and those on whose behalf firm evidence is presented that they will be living in the partnership catchment area by the appropriate admission date.
 5. Pupils who have a sibling who already attends the school.
 6. Pupils on whose behalf preferences are expressed on grounds other than those outlined above.
- 1.5 Parents will be asked to provide evidence of residency if the requested school is oversubscribed. The Local Authority reserves the right to withdraw a place at a school if information relating to address or any other matter is found to be false.
 - 1.6 Where there are more applications than places available, children from multiple births will be given priority within each criterion. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below).
 - 1.7 Should it prove necessary, because places are limited, to distinguish between pupils in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to the main gate of the school. The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement
 - 1.8 Applications on behalf of children who are resident in other Local Authority areas will be considered in the same way as applications from Northumberland residents.
 - 1.9 Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.
 - 1.10 The County Council reserves the right to vary these criteria to take account of revisions to legislation or its interpretation by the courts.
 - 1.11 In cases when an application for a place has been unsuccessful, the child's name will be placed on a reserve list for the school in question under the appropriate Co-ordinated Scheme. Under the Co-ordinated Scheme, reserve lists will be maintained until the end of the first term of the school year to which they relate. No further arrangements will be made to maintain reserve lists after 31 December 2016
 - 1.12 Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The School Admissions Appeals Code can be found on the DfE website at: www.gov.uk/dfe.

2 Co-ordinated Arrangements

2.1 The following arrangements come under the auspices of the relevant Co-ordinated Scheme and are common to all admission authorities in Northumberland as well as other Local Authorities. Details of the full co-ordinated scheme can be found on the Northumberland County Council website.

2.2 The last date for receipt of requests for places for September 2016 will be determined by the relevant Co-ordinated Scheme.

Application forms submitted after the closing dates will result in late offers being made.

Publication of the Local Authorities Information for Parents (2015/16) booklet

The Information for Parents publication for September 2016 entry will be available from the beginning of **September 2015**.

Admissions timetable

2 November 2015: E-admissions portal opens.

2 November 2015: Information, Handbooks and application forms available at: www.northumberland.gov.uk/secondaryadmissions.

Paper forms available on request from: School Admissions Team,
Wellbeing and Community Health Services Group,
Northumberland County Council,
County Hall,
Morpeth,
Northumberland
NE61 2EF.

15 January 2016: Closing Date for Applications: E-admission portal closes

15 April 2016: Parents notified of the outcome of their applications for school places

30 April 2016: Last date for offers to be accepted by parents.