

Admission Policy

Admission to Longhoughton Church of England Primary School

We adhere to the Northumberland County Council admissions policy which is as follows and which reflect the requirements of the School Admissions Code:

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1.1 Admission will be once a year on a full time basis the September following the child's fourth birthday.

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 is published in the Admissions Handbook. 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 (EHCP) 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:

A. 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.

B. 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.

C. 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.

D. 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.

E. Pupils who have a sibling who already attends the school.

F. Pupils on whose behalf preferences are expressed on grounds other than those outlined above.

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.

Longhoughton C of E Primary School

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.

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 to be refused, parents may request that the child's name be placed on a waiting list for the school in question by writing to the Director of Education. If a place subsequently becomes available, the school's waiting list will be examined and priority will be given to applicants in keeping with the criteria shown above. The Education Directorate will then make contact with the parents concerned. A name will be retained on a waiting list for the relevant school year from the date of receipt of the parental request for the child's name to be included. The School Admissions Appeals Code can be found on the DfE website at: www.gov.uk/dfes.

The Local Education Authority reserves the right to vary these criteria to take account of revisions to legislation or its interpretation by the courts.

Monitoring Evaluating and Review

This policy will be monitored by the Headteacher and Governing Body in consultation with staff on a regular basis and reviewed and evaluated annually.

Author		Creation Date
Northumberland County Council (model policy)		Not known
Reviewed	Revision date	
School Governors	Autumn 2008, 2009, 2010, 2011, 2012, 2015, 2018	
School Governors	Interim Governors Meeting FGB 2105	
Signed		

Definitions used under the policy

'Parents' include all those people who have a parental responsibility* for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person deemed to be the person responsible for completing the application is the person receiving Child Benefit and whose address will be used for admission purposes.

*Parental Responsibility, unless otherwise determined by a court order:

- Mothers automatically have parental responsibility.
- Fathers also have parental responsibility if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them.
- An unmarried father can obtain Parental Responsibility by:
 - marrying the mother
 - having his name registered or re-registered on the birth certificate if his name is not already registered**
 - entering into a Parental Responsibility Agreement with the mother
 - obtaining a Parental Responsibility Order from the court
 - having obtained a Residence Order prior to 22.4.2014
 - by being named as the resident parent under a Child Arrangements Order
 - becoming the child's guardian on the mother's death

**The law has changed so that unmarried fathers who registered or re-registered their name on their child's birth certificate *after* 1st December 2003 will have Parental Responsibility for their child.

Therefore:

- If an unmarried father has a child after 1st December 2003 and he is registered on the birth certificate he WILL have Parental Responsibility.
- If a child's birth was registered before 1st December 2003 and the father was not named on the birth certificate, the birth can be re-registered to include the father's name. Once this has been done, the father WILL have Parental Responsibility.*
- If an unmarried father's name is already on the birth certificate and the child was registered before 1st December 2003, the law has not changed this situation so the father WILL NOT have Parental Responsibility. (Unless obtained by other means).

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

'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.