



## Admissions Policy – Reception to Year 6

<b>Applicable to:</b>	✘	All individual academies within NEAT
	✔	NEAT Primary academies within Newcastle upon Tyne: Central Walker Church of England Primary School Tyneview Primary School Walkergate Community School West Walker Primary School
	✔	NEAT Trust
<b>Approval body:</b>	NEAT Board of Directors	
<b>Effective date:</b>	2020-21	

### Status:

<b>Statutory policy or document</b>	Yes
<b>Review frequency</b>	Annual
<b>Approval by</b>	Trust Board

### Publication:

<b>Statutory requirement to publish on website</b>	Yes – trust and school website
<b>If not, agreed to publish on website?</b>	N/A

### Version Control:

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Director of HR and Governance (SH)	19 December 2018	1.0	Agreed by directors for implementation by all primary academies for 2020-21 admissions.
Changed by	Revision Date	Version	Status

Review Date	
Frequency	Next Review Due
Annually	October 2019 for approval by February 2020 (or earlier if new guidance or legislation issued and/or business need for earlier review identified)

## 1 Purpose

Newcastle East mixed multi Academy Trust (NEAT) is the admissions authority for all schools within the trust. The purpose of this policy is to set the arrangements about how children will be admitted to each primary school, including the criteria that will be applied if there are more applications than places at the school.

The Trust Board has made every effort to ensure these arrangements comply with the School Admissions Code 2014 and all relevant legislation. In the case of Central Walker Church of England Primary School the Trust Board has taken into account advice from the Newcastle Diocesan Education Board.

Any objections to the admissions arrangements should be submitted to the Office of the Schools Adjudicator.

## 2 Scope

This policy sets out the arrangements for normal round admissions to reception and in-year admissions from reception to reception 6 that come within the statutory guidance in the School Admissions Code 2014.

There is a separate document setting out the admissions arrangements for each school's nursery/playgroup.

## 3 Roles and responsibilities

- **NEAT Board of Directors:** The Board is responsible for approving the admissions policies for the schools within the trust and undertaking any public consultation required including when changes are proposed. It is also responsible for ensuring an independent appeals panel hears any appeals. The Board delegates day-to-day decision-making about admissions to a committee with responsibility for admissions (referred to as "the committee").
- **Newcastle City Council:** The local authority is required to have a scheme in place each year for co-ordinating admission arrangements for maintained schools and academies within their area. This policy is designed to be compatible with the co-ordinated admission scheme for Newcastle upon Tyne for 2020-21.

## 4 Published Admission Number (PAN)

The number of places available in the reception class of each school in 2020-21 is set out below:

School	PAN
Central Walker Church of England Primary School	60
Tyneview Primary School	30
Walkergate Community School	90
West Walker Primary School	40

## 5 How and when to apply for places

All applications for school places must be made on Newcastle City Council's school application form and returned to Newcastle City Council.

Applications for reception places for September 2020 must be submitted **by midday on 15 January 2020**. Applications received after the closing date will be classed as **late** and processed **after** all of the applications received on time.

Applications for school places in other year groups or after the start of the school year, known as in-year admissions, can be submitted at any time.

## 6 How places will be allocated

All children whose Education, Health and Care Plan (EHCP) names the school will be admitted.

If there are enough places at the school then all applicants will be offered a place.

If more applications are received than the number of places available, the following oversubscription criteria will be used by the committee in the order set out below to decide which children will be allocated places:

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, child arrangements or special guardianship order. Applications under this criterion must be accompanied by evidence of the appropriate order. For normal round admissions this must be submitted before the closing date for applications.
2. Children who appear to the committee to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications under this criterion will require appropriate evidence from the child's parents of the child's adoption from state care outside England.
3. Children with a sibling who will be on roll at the school on the date that the child will be admitted in September 2020. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner, as long as the children live at the same address. Please note that children attending the nursery class or any other early education or childcare provision attached to the school will not be given priority as sibling links.
4. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
5. Other children by distance from the school, with priority for admission given to children living nearest to the school (which in the case of Walkergate Community School means the main school site on Sutton Street) as measured

in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates

**Parents should note that the allocation of reception places does not take into account attendance at any specific nursery class or school. Children in the nursery class of the school will not be given priority nor are they guaranteed a reception place in the main school.**

Tiebreak:

- In the event that more than one child has an equal right to an available place (i.e. if the distance between two children's homes is the same when criterion 5 is applied) the place will be offered based on random allocation. This process will be independently verified by the local authority.

Additional notes:

- In cases where there is one place available, and the next child on the list is a twin, triplet etc, the school will admit both twins (and all the children in the case of other multiple births) even if this means exceeding the agreed admission number for reception or the number of places in other year groups.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept an application from the parent to whom the child benefit or child tax credit is paid.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives at more than one address Monday to Friday (for example, due to a separation), the child's address should be where the child lives most of the time. Only one address can be used. If the child lives at two addresses, the local authority will use the address of the parent that claims the child benefit or child tax credit. If these benefits are not claimed, the address where the child is registered with a GP will be used to determine what will be considered the child's main address.
- The school may ask to inspect evidence of the address listed on the application in the form of a recent bill e.g. the most recent council tax bill, a utility bill that is no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. The school may seek further evidence if there is any doubt that the parent and child are not living at the address given on the application form.
- Parents have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.

## **7 Waiting lists**

Waiting lists will be ranked using the oversubscription criteria above regardless of the date the application was received.

For applications for reception places, waiting lists will be kept until 31 December

2020 and will then be cleared. From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school.

## **8 Admission of children below compulsory school age and deferred entry to school**

The trust provides for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday.

Parents may feel their child is not ready to start school full-time in the September following their fourth birthday. Where a child has been offered a place, parents are entitled to request in writing that:

- their child attends part-time until later in the school year but not beyond the point at which they reach compulsory school age; or
- the date their child is admitted to school is deferred until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year (the school will hold the place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than partway through it).

## **9 Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group if they feel their child is not ready to start school with their peers, for example because the child has suffered ill health.

In addition, the parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception in the term following their fifth birthday, rather than year 1.

Requests must be submitted in writing to the local authority and include supporting reasons for the request plus any supporting evidence from relevant professionals.

If parents of summer born children (born between 1 April 2016 and 31 August 2016) wish their child to be admitted to the reception year in the term following their fifth birthday, rather than year 1, then parents should submit a written request providing reasons for seeking a place outside of the normal age group and any supporting evidence from relevant professionals.

Requests must be submitted before the closing date for reception applications in the child's normal age group in good time for the local authority to notify the trust, and for the committee to consider the request and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to be admitted to reception in September 2020 where the parent wishes the child to delay admission to reception until 2021, written requests must be submitted well before the deadline of 15 January 2020.

The committee will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical

professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the Headteacher/Principal.

If a request relating to a summer born child is agreed, the parent's application for the normal age group may be withdrawn before any place is offered and they should reapply through the normal admissions round for a reception place in the following year. If the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (which will still be subject to the oversubscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the year 1 group may have no vacancies as it could be full with admitted pupils transferring from the previous reception year group.

A parent's right to appeal set out below does not apply if they are offered a place at the school but it is not in their preferred age group.

## **10 Right of appeal**

Parents who are refused a place for their child have a statutory right of appeal to an independent appeals panel.

Appeals for reception places as part of the normal admissions round should be submitted by 18 May 2020 to ensure they are heard before the end of July 2020.

The trust will ask the local authority to establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

Please contact Newcastle City Council's School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions).

## **Definitions**

**Parent** is defined in section 576 of the Education Act 1996 as including any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

**Compulsory school age** is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **Looked After Child** is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989, at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** (previously known as a **Residence Order**) is an order made under Section 8 of the Children Act 1989, as amended by Section 14 of the Children Act 2014, outlining the arrangements as to the person with whom the child will live.

A **Special Guardianship Order** is an order made under Section 14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian or guardians.

A child is regarded as having been in **state care in a place outside of England** if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.