



HOLY TRINITY

Church of England Academy

Admissions September 2018

The Holy Trinity Church of England Academy (South Shields) Trust ('the Academy Trust') is the admissions authority for the academy and they intend to admit up to thirty pupils to the reception year group in September 2018. The Local Authority administers the admission procedure on behalf of the Academy Trust, using the co-ordinated admissions scheme, and all applications must be made on the Local Authority Common Application Form. This form must be returned to the Local Authority. Applications received after the closing date will only be considered after those received by the closing date. *Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.*

This arrangement follows consultation between the Academy Trust, the Local Authority, all other academies and schools in the area and all other Admission Authorities in the area.

Admissions criteria

Children who have a Statement of Special Educational Need/Educational Health Care Plan which names our academy will be admitted to the academy.

Where there are insufficient places available to meet all parental preferences the Academy Trust operate an equal preference system which means that, whilst parents can include up to 3 preferences in order on the application form, the Academy Trust must treat all preferences equally. Applications will be considered according to the following criteria and allocated in the order set out below:

1. Looked after children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order. (Note a) sets out the definitions of the above terms).

Note: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by

evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order **immediately after being looked after.**

2. Concurrent sibling link (an older brother or sister attending the academy at the same time and residing at the same address to include adoptive siblings, half siblings, step siblings and long term fostered children or the child of the parent/carer's partner where the child for whom the academy place is sought is living in the same family unit at the same address as the sibling).
3. Children living nearest the academy. Where there are places for some, but not all applicants meeting a particular criterion, children living nearest the academy will receive the higher priority. Note b) tells you how this is measured.

Note 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 academy.

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

A 'residence order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.

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

If it becomes necessary to decide between applicants within the same criterion, the distance tiebreaker described above will be used.

Note b) Distance will be measured from the **centre** of the parent's home address to the main entrance of the academy using the Local Authority's Geographic Information System (GIS), with those living closer to the academy receiving the higher priority. Where following a relationship breakdown parents have shared responsibility for a child and the child lives for part of the week with each parent, then the distance will be measured from the centre of the home address of the parent who lives closest to the Academy.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code 2014 requires school admission authorities to provide 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. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred 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 part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription 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 children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from South Tyneside School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields, Tyne and Wear. Tel. 0191 4271717 / *DfE Admissions Code*
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

Waiting list

Applicants who cannot be offered a place as a result of the above procedure will, on request, be included on the waiting list which will be held until the last day of the autumn term. The order on this list will be determined by the criteria stated above. An application for a place for a child moving into the area after the closing date for applications will be placed on the waiting list in accordance with the above criteria.

Right of Appeal

Parents who are refused a place for their child at our academy have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Trustees at the academy address.

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.