



## Embleton Vincent Edwards C of E Primary School

Policy	Admissions
Policy Number	P020
Ratification Date	September 2019
Review Date	Autumn 2020
Signed	

Chair of  
Governors

Embleton Vincent Edwards C of E Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

The governing body of Embleton Vincent Edwards Voluntary Aided Church of England School is the admissions authority for the school and they intend to admit up to 12 pupils to the reception year group each September. The maximum number for each year group from Year 1 to Year 6 is 12.

It is, furthermore, the admissions authority for the nursery class within the school, where children are eligible for a place at the start of the term following their third birthday. Children are usually admitted termly. Places will be offered if spaces are available within the class.

Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities. This arrangement follows consultation with the Local Authority, all other schools in the area and all other Admission Authorities in the area. The school is open to receive applications for admissions from the parents (see note 1) of all children.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Embleton Vincent Edwards C of E Primary School will always be offered places. After the priority children have been given a place, and in the event of the number of applications exceeding the number of places available further priority will be given to applications in the order indicated below.

### Over-subscription Criteria

The maximum for each year group is 12 children. However, this can be exceeded if there is space within the school to do so. Transfers made during the school year will be done so on a first-come first-served basis with places given in order of the date and time of the emails received requesting a place from the transfer team at the LA.

Oversubscription for entry into the school in Reception is in accordance with the following criteria:

1. **Looked-after children and children who were previously looked after**, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
2. **Children previously in state care outside of England**. This refers to children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. (see Note 3)
3. **Children who have exceptional medical or social needs** that make it essential that their child attends Embleton Vincent Edwards Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 4)
4. **Children with a sibling (see Note 5) at the school** at the time they would be admitted to the school.
5. **Children who live within the school's catchment area**, as defined by the Local Authority.
6. Other children.

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from the home address to the school entrance will be the deciding factor. Distance will be measured in a straight line (as the crow flies) from the front door of the child's address (see Note 6) (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to the school on a form available from the school. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school may ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We may also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Waiting List**

The school office will maintain a waiting list of applicants. In the event of a place becoming available in the appropriate class during this time and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply. Waiting lists will be maintained until 31 Dec, before individuals are recontacted to see if they want to carry forward into the next year.

### **Fair Access**

The school participates in Northumberland LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

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

The School Admissions Code 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 headteacher 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.

### **Admission outside normal age group**

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.

### **Appeals**

If you would like to appeal a decision made regarding admissions, please write to the Chair of Governors at Embleton VE Primary School. Appeals will be heard by the Appeals Body.

### **General Information**

The Published Admission Number of each school for entry each year is published annually in the LA Admissions Handbook. Full admission arrangements can be found on the Northumberland County Council website.

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.

Parents will be asked to provide evidence of residency if the requested school is oversubscribed.

The Local Authority also reserve the right to withdraw a place at a school if information relating to address or any other matter is found to be false.

The Governing Body reserves the right to vary these criteria to take account of revisions to legislation or its interpretation by the courts.

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 Coordinated Scheme. Under the Coordinated Scheme, reserve lists will be maintained until the end of the first term of the school year to which they relate. The reserve list will be reset for the following year at that point.

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.DfE.gov.uk](http://www.DfE.gov.uk).

### **Coordinated Arrangements**

The following arrangements come under the auspices of the relevant Coordinated Scheme and are common to all admission authorities in Northumberland and neighbouring local authorities. The last date for receipt of requests for places annually will be determined by the relevant Coordinated Scheme.

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

In line with the Coordinated Scheme for First or Primary Schools, parents of children starting in Reception at a First and Primary School will be informed of the outcome of their application in the April prior to their child's September start. Parents applying for places in other year groups in all schools will be notified under the arrangements of the relevant Coordinated Scheme.

The parents of all pupils who are starting school must complete a parental preference form. This is referred to in the Co-ordinated Scheme as the COMMON APPLICATION FORM (accessible online). This also includes anyone living in the catchment area of the school or whose children are already attending our I/nursery. The form must be returned to the Local Authority no later than the date stated on their website. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted/emailed by the Local Authority.

Parents should complete only one common application form but may make a request for more than one school on that form. They should rank the schools in order of preference, setting out the reasons for their preferences in accordance with the criteria used for prioritising applications. Parents may make requests for more than one school, but will only be offered one school place.

Paper copies of the application form can be requested from 01670624889  
Follow the following link for how to apply online:

<http://www.northumberland.gov.uk/Education/Schools/Admissions.aspx?nccredirect=1>

## Notes

**Note 1** "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2** 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).

**Note 3** Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

**Note 4** You must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Embleton Vincent Edwards Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 5** By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 6** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill 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. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the

LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

