

Stannington First School



Admissions Policy

Read in conjunction with the First and Primary School
Admissions Handbook 2018 - 2019

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Transfer admissions – Reception

1. Introductions

These are the admission arrangements for Community and Voluntary Controlled middle, secondary and high schools.

Governing Bodies of all Community and Voluntary Controlled schools, parents and wider community groups who may have an interest in school admission arrangements have been consulted on the County Council's Admission Policy.

2. Co-ordinated Admission Arrangements

In line with current legislation, the local Authority has drawn up a separate scheme to co-ordinate admissions to maintained schools and Academies within Northumberland and neighbouring authorities for the main admissions round (phase transfer).

3. Published Admission Numbers

The admission number is published on the NCC website.
At Stannington First School our published admissions number is 20.

4. The Local Authority Admissions Policy for 2016-2017

The admissions policy will be used to allocate places at those schools which are oversubscribed.

5. Address to be Used in Determining Priority for Admission

If a school is oversubscribed, the address of the parent or carer with whom the child is normally resident will be used in the allocate process. Where a child's address is difficult to determine, for example where shared living arrangements are in place, the address of the parent or carer claiming child benefit will be used.

6. Fraudulent Applications and Withdrawal of a School Place

The Local Authority will not withdraw the offer of a place unless it has been made in error it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered on the basis of correct information and parents or carers will have the right of appeal where no place can be offered.

Where parents or carers are found to have made a fraudulent application for a school place and the admissions authority decides not to withdraw that place in the best interests of the child, should a school place be sought for any other sibling, or siblings, the sibling criterion will not be considered.

7. Parental Disagreement

The management of school applications may be severely delayed during the main admissions round where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code states that only one offer per child is made by the Local Authority. In this situation the Local Authority asks that parents and/or carers resolve matters between themselves and inform the Local Authority in writing of which application should be processed. The Local Authority will not become involved in private disputes; furthermore neither application will be processed until the matter is resolved.

8. The Admissions Timetable

The timetable for the September 2018 application and allocation processes can be found in the Primary Admissions handbook. A copy can also be found online: <http://www.northumberland.gov.uk/Education/Schools/Admissions.aspx?nccredirect=1>

9. Late Applications

For oversubscribed schools, applications which are received or changed after the published closing date will only be considered in exceptional circumstances. Normally applications submitted after the relevant published date will not be considered until after allocations for those parents who applied on time have been made. Any evidence submitted after the relevant date to support a late application or change of preference will not be considered. Affected applicants will not receive an offer with other parents on National Offers Day, instead receiving one on 'reallocation day'.

10. Waiting Lists

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until the end of the Autumn term. Vacancies will always be allocated by applying the admissions policy; length of time on the waiting list will not be considered.

11. Twins and Siblings of Multiple Births

Where places are available for some but not all children from multiple births (including twins) the Local Authority will exercise discretion offered by the Admissions Code to offer all the children a place, even if this breaches the published admission number for the year group.

12. Catchment Areas

Catchment areas are a tool used to apply the over subscription criteria when a school has more applications than places. Catchment areas have no separate legal identity outside of the application of the admissions policy and determining entitlement to

home to school transport. Details of catchment areas are available on request or by following the links on the County Council's webpage.

13. Distance Measures

Distance measures will be undertaken using the Local Authorities computerised Geographical Information System (GIS). This measures a straight-line measure from the front door of the home to main gate of the school. Distance checking is an integral function within the school admission software ensuring consistency in measurement.

14. Deferred Entry to and Part Time Attendance at Infant/Primary Schools

If a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to delay their child's entry to school the place will be held open. The place must be taken up in the term in which the child reaches compulsory school age. In the case of summer born babies, for those whose parents have requested that they do not begin school until the Autumn term following the normal year of entry it is expected that the child will begin school in the Reception class. The child will continue his/her school career one year behind the chronological year group. Parents may request that their child takes up the place part-time until the child reaches compulsory school age.

15. Admissions to Nursery Schools and Infant/Primary Schools Offering Nursery Education

The arrangements do not apply to the admission of nursery children. Nursery admission arrangements will be determined separately.

Attendance at a school's nursery does not guarantee admission to the school's Reception group nor is it a factor in allocating places.

All parents must apply for a place in a Reception class.

The Admissions Policy

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. Children with Statements of Special Educational Needs where the school is named in the statement
2. Children looked after and who were previously looked after, i.e. in public care
3. Children living within the catchment areas 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
4. Children 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.***

5. Children resident in the greater catchment area of the school partnership who have siblings already in the school who are expected to be on roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.
6. Children resident in the greater catchment area of the school partnership who are expected to be on roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.
7. Children who have a sibling who already attends the school, including sixth form, and who is expected to be on roll at the school at the time of admission.
8. For the purpose of admissions siblings are deemed to be brothers and sisters, stepsiblings, foster siblings, adopted siblings and other children who resident permanently in the household and are treated as siblings.
9. Children on whose behalf preferences are expressed on grounds other than any of those outlined above.

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

Should it prove necessary, because places are limited, to distinguish between children 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').

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.

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

children with disabilities are not placed at a substantial disadvantage, and no child 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.

The County Council reserves the right to vary these criteria within the relevant year to take account of revisions to legislation or its interpretation by the courts.

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 DfE Code of Practice on school admission appeals can be found on the DfE website at www.DfE.gov.uk .