

# ADMISSIONS POLICY

## 2019/2020

Review Date	Reviewer	Review Completed	Adopted
Autumn Term 2016	J Barker	December 2016	December 2016
Autumn Term 2017	J Barker	December 2017	December 2017
Autumn Term 2018	J Barker		

### Introduction

The North East Learning Trust is the Admissions Authority responsible for determining and applying this policy in the following Academies:

- Browney Academy
- Sacriston Academy
- Easington Academy
- Teesdale School and Sixth Form
- The Academy at Shotton Hall

The Trust will consider all admission applications sent to them by the Local Authority (LA) and will apply the policy fairly and consistently to every application received.

### **Published Admission Number (PAN)**

The PAN is the number of places we intend to make available for our normal intake. Once the PAN has been set for an Academy we will not refuse any applications submitted during the normal admission round for Reception, and Year 7 where the PAN has not been exceeded.

However, if there is an unexpectedly high demand and the Trust believes we could admit additional children, we will inform the LA and either admit children above the agreed PAN or increase the PAN accordingly to accommodate more children.

The current PAN for Academies within the Trust is:

<b>Academy</b>	<b>Phase</b>	<b>PAN</b>
Browney	Primary	19
Sacriston	Primary	50
Easington	Secondary	150
Teesdale School and Sixth Form	Secondary	156
The Academy at Shotton Hall	Secondary	230

### **Applying for a place in reception**

To apply for a place at Browney Academy and Sacriston Academy parents/carers should complete the common application form supplied by Durham LA. The completed application form must be returned to the LA by no later than **15 January 2019**. Any application forms received after that date will be classed as 'late' and will not be dealt with until all applications received on time have been through the application process.

### **Address**

The address given must be where the child and parents/carers live permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Trust may request to see the court order, child tax credit letter, child benefit letter, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. ***If there is joint custody for the child, then the address of the parent/carer receiving the child benefit will be used.***

## **Oversubscription Criteria for Browney Academy and Sacriston Academy**

### **1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship.**

A looked after child is a child who is, at the time of making an application to a school, (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (see definition in section 22(1) of the Children Act 1989).

### **2. Medical reasons**

Children with very exceptional medical factors directly related to school placement.

### **3. Sibling links**

Children who have a sibling already attending the Academy and who is expected to be on roll at the school at the time of admission.

### **4. Children of staff employed at the academy**

Children of staff employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.

### **4. Distance**

Children who live nearest the preferred Academy measured by the shortest walking route. This will be based on the child's address. Where the last place to be allocated would mean that a multiple birth sibling group i.e. twins, triplets, or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children. Otherwise, if only one final place can be offered, and two applicants live equidistant from the Academy, the Trust's system of random allocation will apply.

In assessing home to Academy distance, the measure will be by the shortest walking route. Routes are measured from the centre point of the applicant's house, or in the case of a flat from the centre point of the building, to the nearest Academy entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths i.e. those that are metalled or surfaced.

For further information, please see CYPS Primary Admissions in County Durham brochure at [www.durham.gov.uk](http://www.durham.gov.uk)

### **Notification of places**

The formal offer of a place will be issued by Durham LA who will write to parents/carers on **16 April 2019**.

## **Waiting lists/appeals**

The Academy will maintain the waiting list. Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Unsuccessful applicants may also contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5270757 Extension 202 or email [joanne.barker@nelt.co.uk](mailto:joanne.barker@nelt.co.uk) to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

## **Definition of Statutory School Age for Primary Phase Children**

Legally, children do not have to be in full time education until the term following their fifth birthday. This is compulsory school age. However, children are normally admitted to school in the September following their fourth birthday.

<b>Child's Fifth Birthday</b>	<b>Can defer until</b>	<b>If deferred child will join class.</b>
<b>1 September – 31 December</b>	January	Reception class
<b>1 January – 31 March</b>	April	Reception Class
<b>1 April – 31 August</b>	Please see section 'Deferred entry to reception class, but if a summer born child defers entry to the following September they would be expected to enter a Year 1 class full-time.	

## **Deferred entry to reception class**

Where an applicant to reception is below compulsory school age the parent/carer can request:

- a) That the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age; or
- b) That their child takes up the place part-time until the child reaches compulsory school age.

## **Delayed entry to reception class**

Summer born children (children born from the beginning of April to the end of August) reach compulsory school age in the September following their fifth birthday. If a parent/carer wishes for their summer born child to start school in the reception year group in the September following their fifth birthday the Trust will decide based on the circumstances of the individual case. Factors considered may include:

- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;

- Whether delayed social, emotional, cognitive, or physical development is adversely affecting their readiness for school;
- Whether they have been previously educated outside their normal age group.

### **Applying for a place in Year 7 in County Durham**

To apply for a place at a secondary Academy within the Trust parents/carers should complete the common application form supplied by Durham Local Authority. The completed application form must be returned to the Local Authority by no later than **31 October 2018**. Any application forms received after that date will be classed as 'late' and will not be dealt with until all applications received on time have been through the application process.

### **Address**

The address given must be where the child and parents/carers live permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Trust may request to see the court order, child tax credit letter, child benefit letter, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. ***If there is joint custody for the child, then the address of the parent/carer receiving the child benefit will be used.***

### **Oversubscription Criteria for Easington Academy, Teesdale School, and The Academy at Shotton Hall**

#### **1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order\*.**

A looked after child is a child who is, at the time of making an application to a school, (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (see definition in section 22(1) of the Children Act 1989.

#### **2. Medical reasons**

Children with very exceptional medical factors directly related to school placement.

#### **3. Sibling links**

Children who have a sibling already attending the school and who is expected to be on roll at the time of admission.

#### **4. Children of staff employed at the Academy**

Children of staff employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a

post where there is a demonstrable skill shortage, and/or the member of staff has relocated.

## **5. Distance**

Those children who have applied for a place at the nearest school to their home address measured by the shortest walking route. This will be based on the child's address. Where the last place to be allocated would mean that a multiple birth sibling group i.e. twins, triplets, or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children. Otherwise, if only one final place can be offered, and two applicants live equidistant from the Academy, the LA's system of random allocation will apply.

In assessing home to Academy distance, the measure will be by the shortest walking route. Routes are measured from the centre point of the applicant's house, or in the case of a flat from the centre point of the building, to the nearest Academy entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths i.e. those that are metalled or surfaced.

## **5. All other applicants**

### **Tie-breaker**

Where an Academy is oversubscribed within any of the categories above the following tiebreakers will be applied:

- a) For those children who have applied for a place at the school nearest to their home address (category 4), priority will be given to those who would otherwise have to travel the furthest distance to the next nearest school.
- b) For other children (category 5), priority will be given to those children who live nearest to the school applied for.

In the unlikely event of the Academy being oversubscribed within categories 1, 2 and 3 tiebreaker (b) will apply.

For further information, please see CYPS Secondary Admissions in County Durham brochure at [www.durham.gov.uk](http://www.durham.gov.uk)

### **Late applications for a County Durham School Place**

Applications received after the closing date of 31 October 2018 and before 28 January 2019 for secondary and for primary after the closing date of 15 January 2019 and prior to 6 March 2019, will be considered, and as far as possible, will be offered a school place on 1 March 2019 for secondary and 16 April 2019 for primary.

### **Withdrawing an offer of a place**

The Trust reserves the right to withdraw an offer of a place if:

- It was made in error;
- Parent/carer fails to respond to the offer of a place within the agreed deadline;
- It is established that the offer of a place was obtained through fraudulent or misleading application.

### **In-year admission to Academies within County Durham**

The Trust have agreed to operate in accordance with Durham LA's In-Year Fair Access Protocol, September 2016.

To apply for a place in any of the Academies within the Trust during the academic year, parents/carers should contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5270757 Extension 202 or email [joanne.barker@nelt.co.uk](mailto:joanne.barker@nelt.co.uk) to request an In- Year Transfer Form.

The completed form must be returned to the Governance Manager and if a place is available, the student along with the parent/carer will be invited for a meeting and tour of the Academy after which the Trust will offer the place, unless there is a compelling reason not to.

If the year group is full or oversubscribed then a place will be refused, the applicant will be given the opportunity to appeal and an appeals form will be supplied. If the parent/carer chooses to appeal for a place the panel will be convened, and any decision made by the panel is legally binding.

### **Sixth Form Admissions**

#### **PAN for External Applicants only**

<b>Teesdale School and Sixth Form</b>	<b>100</b>
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#### **Teesdale School and Sixth Form**

The Admissions Authority for Teesdale School and Sixth Form is the North East Learning Trust, which is responsible for determining and applying the policy. Any query regarding sixth form admissions should be directed to the school.

Applications for the Sixth Form should be made directly to the school. Parents/carers or students wishing to apply for a place in the Sixth Form should telephone or email the Academy by the **15 February** in the year of admission.

Admission to Year 12 of the sixth form will be from:

1. Pupils in Year 11 at Teesdale School and Sixth Form
2. Pupils in Year 11 from outside Teesdale School and Sixth Form

The admission number for students entering the sixth form from outside of Teesdale School and Sixth Form will be 100 each year and all students must meet the specific requirements for each course they wish to study, details of which are outlined in the prospectus and on the website.