

## School policy, guidelines and structures

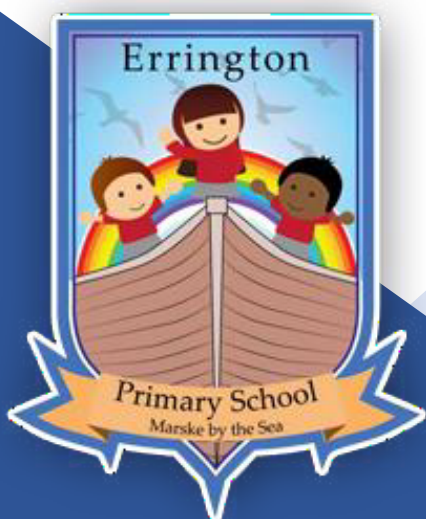
Policy document includes:

- Cover document – including key review dates and completion information
- Ten Things About
- Team responsibility
- Policy document

Errington Primary School

## Admissions Policy

Policy Completion	Policy Review	Ratified by governance
S.Rule	SLT	
Responsible person:	Responsible person:	Responsible person:
S.Rule (Head Teacher)	S.Rule (Head Teacher)	A.Senior



This policy has been subject to an Equality Impact Assessment by:

Author/Reviewer: Sarah Rule

SLT/EET: Sarah Rule/Allan Fishpool/Claire English

Governors/Trustees: Anthony Senior

Could/does the policy or procedure have a negative impact on one or more of the groups of people covered by the protected characteristics of equality? If so, how can this be changed or modified to minimise or justify the impact? no

Could/does the policy have the potential to create a positive impact on equality by reducing and removing inequalities and barriers that already exist? If so, how can these be maximised? yes

ADMISSION POLICY FOR 2022/23 FOR SCHOOLS FOR WHICH REDCAR AND CLEVELAND COUNCIL ARE THE ADMISSIONS AUTHORITY.

There are no changes proposed to the school admission policy for 2021/22. Where there are more applications for a school than there are places available, it is proposed that places will be allocated using the over subscription criteria shown in the table below.

## OVER - SUBSCRIPTION CRITERIA – 2023/24

CRITERIA (in priority order)	EXPLANATORY NOTES
i) Looked after children in local authority care.	Children who are looked after; or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 (Section 22(1) of the Children's Act 1989)
ii) Children who are permanently resident in the admission zone defined for the school.	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child (if eligible). If neither parent is eligible for child benefit, the address used will be that on the child's medical registration card (proof may be required). Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The local authority will take action should false information be submitted in order to secure a place at a particular school.</p>
(iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2021/22 school year.	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2021/22 school year.</p> <p>'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.</p>
(iv) Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors.	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, child care arrangements, or separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>You are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long-term medical or social reason why you think your child should be given special consideration for placement in a</p>

	<p>particular school. This written support must make clear why the preferred school is the only school which could meet your child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority's professional advisors as to whether or not your application falls into this category.</p>
(v) Children living closest to the school	The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.

**Tie-Break:** If it is necessary to distinguish between children within categories (i)-(v), places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

**Late Applications:** Applications received after the closing date will be considered after applications that were received on time unless there was good reason for their lateness. An example of this would be a new family moving to the area after the closing date.

**Waiting List:** Any unsuccessful applicants will be automatically placed on a waiting list and ranked in order as per the oversubscription criteria. Waiting lists will be maintained until the end of the Autumn Term 2021.

**Pupils with Education Health and Care Plan / Statement of Special Educational Needs:** Pupils with either an Education Health and Care Plan or Statement of Special Educational Needs will be placed in schools by the Special Educational Needs Team.

**Admission of a child outside their normal age group:** Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a summer born child (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you should make an application for the normal time of entry and then put a request in writing to the School Admissions Team asking to defer the entry date and giving your reasons for the request. The request will be considered in consultation with the school concerned and you will be notified of the outcome of your request. If the request is agreed, you should then submit a new application at the time applications are being taken for the new admission date. Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the school in that year.

**Requests for mid-year transfer/in-year school admission:** Applications will be co-ordinated by the Redcar and Cleveland Admissions Team on behalf of all schools within the Borough. Any requests for transfer should be made to the admissions team on 01642 837740 / 837730/ 837702

# CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE – 2023/24

## Primary Schools

W/C 11 November 2023 18 November 2023	<ul style="list-style-type: none"> <li>• Send out application information.</li> <li>• Online application website opens.</li> </ul>
15 January 2024	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications</li> </ul>
16 April 2024	<ul style="list-style-type: none"> <li>• The LA to send letters to all parents informing them of their allocated schools</li> <li>• LA to inform schools of allocated pupils.</li> </ul>
June/July 2024	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels</li> </ul>
End of Autumn Term 2024	<ul style="list-style-type: none"> <li>• Admission round ends</li> <li>• Waiting lists close</li> </ul>

Date of Approval/Revision	December 2023
Review interval (years)	<b>1 yearly</b>
Responsible Officer	<b>Sarah Rule</b>
Approval/review body (ies)	<b>Extended Executive Team/Trust Board</b>
Date of next review	<b>December 2024</b>
Public File location	<b>Errington website</b>