WEST TYNE FEDERATION OF SCHOOLS

Admissions

1. Introduction

1.1 Governing Bodies of all Community and Voluntary Controlled/Aided 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.

1.2 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.

1.3 For further information, the DfE Code of Practice on School Admissions and School Admission Appeals is available on the DfE website.

1.4 Northumberland County Council has a mixture of two tier and three tier partnerships. Two tier partnerships transfer between the primary phase and the secondary phase at Y7 applications for a secondary school must be completed in Y6.
Three tier partnerships applications must be completed for transfer from first to middle in Y4 and from middle to high in Y8.

1.5 Northumberland County Council has an independent Choice Adviser within Parent Partnership who can help you make informed decisions about applying for school places.

2. The Admissions Policy

2.1 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).

2.2 The Published Admission Number of each school for entry in September 2017 is published in the Admissions Handbook.

This publication will be available in November 2017 and can be provided by School Admissions team on request. Full admissions arrangements can be found on the Northumberland County Council website.

2.3 In accordance with the School Admission Code, children with a Statement of Special Educational Need or an Education Health Care Plan (EHC) where the school is named in the Statement or EHC Plan will be given priority of admission.

In addition, those children who are deemed to be 'looked after' or who have previously been 'looked after' will be given priority of admission.

The priority order for considering applications for Greenhead and Henshaw schools is as follows:

1. Children with a brother or sister at the school at the time when they would be admitted to the school.

   For the purpose of admissions siblings are deemed to be brothers and sisters, stepsiblings, foster siblings adopted siblings and other children who reside permanently in the household and are treated as siblings.

2. Children who live in the Parishes of:
   - For Greenhead, the Parishes of Greenhead & Haltwhistle
   - For Henshaw, Beltingham with Henshaw

3. Children of parents worshipping regularly and frequently at the Parish Churches within each of these parishes (St Cuthbert's for Greenhead, All Hallows & Beltingham with Henshaw for Henshaw).

4. Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundations.

5. Children who have special medical needs or other special circumstances.

   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.***

6. Other children.

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

In instances where it is demonstrated that a place in a preferred school has been obtained on the basis of a false statement of address, the County Council reserves the right to discount the clause covering attendance at a feeder school when considering an application for a place on transfer to the next stage of schooling.

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

2.4 Where there are more applications than places available children from multiple births will be given priority within each criterion. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below).

2.5 Should it prove necessary, because places are limited, to distinguish between pupils 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') from the front door of the home to the main gate of the school. The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement

2.6 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.

2.7 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 pupils with disabilities are not placed at a substantial disadvantage, and no child will 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.

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

2.9 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 Co-ordinated Scheme. Under the Co-ordinated Scheme, reserve lists will be maintained until the end of the first term of the school year to which they relate. No further arrangements will be made to maintain reserve lists after 31 December of that year.

2.10 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.gov.uk/dfe**.

3. Co-ordinated Arrangements

3.1 **The following arrangements come under the auspices of the relevant Co-ordinated Scheme and are common to all admission authorities in Northumberland and neighbouring local authorities.**

3.2 The last date for receipt of requests for places for September 2018 will be determined by the relevant Co-ordinated Scheme.

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

3.3 In line with the Co-ordinated 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 on **16 April 2018.**

Parents applying for places in other year groups in all schools will be notified under the arrangements of the relevant Co-ordinated Scheme

3.4 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. This also includes anyone living in the catchment area of school or whose children are already attending a pre school setting attached to a school.

3.5 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. Some Admission Authorities (Governing Bodies of Voluntary Aided schools, Academies, Foundation or Trust Schools) may require parents to complete a supplementary form, but only if the additional information is necessary for the school to apply its admission arrangements. Parents may make requests for more than one school, but will only be offered one school place.

3.6 First and Primary Schools are asked to help ensure that all children whom they know are due to start school in a reception class, complete and return a form before the closing date.

4. Admission into School of Children Under the Age of Five Years

Admission will be once a year on a full time basis in September if the child is four by 31 August of that year.

5. Deferred Entry in to First and Primary Schools

A parent may, on request to the Headteacher, defer the entry of a child so that the place is taken up at any time during the academic year in which the application applies to (i.e. the Reception year). However, this can be no later than the beginning of the term following the child's fifth birthday; that is, when the child reaches compulsory school age. When a child's fifth birthday falls in the summer term (1 April to 31 August), parents may request entry is deferred until the beginning of Year 1, but there can be no guarantee that a place will be available in oversubscribed schools and a new application for the next school year must be submitted. In such cases, schools are not obliged to admit children into a year group other than that of the child's chronological age.

6. Enrolment into a Reception class

Pupils attending a Pre-Reception or nursery class attached to a school cannot be guaranteed a place in the reception class of that school. To guarantee a place would discriminate against:

- younger children (i.e. those whose fourth birthday falls between 1 April and 31 August) who, because of their age, could not attend a pre-reception or introductory class

- children who are attending a nursery class in another school or setting

- children whose parents choose not to use any of the pre-school provision available.

Parents of children attending a pre-reception or nursery class must apply if they wish their child to be admitted into the school's reception class. That application will be considered alongside all other applications. In the event of over subscription, attendance at a school's nursery, pre-reception or introductory class does not give a child priority over applications for children not attending the school's nursery, pre-reception, or introductory class.

Schools are asked to help ensure parents understand this when they apply for a place in a pre-reception, introductory or nursery class.