

# Admission to Secondary Schools

Information for parents 2017/2018

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This information can be made available in large print, Braille, audio and other languages.  
Please contact 0191 520 5553 or email: [enquiries@sunderland.gov.uk](mailto:enquiries@sunderland.gov.uk) for help

**Please note that the information provided in this booklet is correct at the time of going to print.**

# Children/young people with special educational needs

Many children have special educational needs at some point. Most of these children have their needs met in school through SEN support as part of a graduated response – assess, plan, do, review. The processes and procedures described throughout this booklet apply to these children as well as those without special educational needs.

For those children with significant special educational needs, the process of assessing those needs changed from 1 September 2014, as a result of Part 3 of the Children & Families Act 2014.

As part of the Reform, the Local Authority will publish a 'Local Offer' which will set out in one place and publish clear, comprehensive and accessible information on a website about provision they expect to be available across education, health and social care for your child or young person. There is a requirement for each school or educational setting to also publish on their website an SEN information report, detailing how they will meet the needs of children and young people with special educational needs and/or a disability.

If your child or young person has a Statement of Special Educational Needs, there will have been an annual review meeting held when your child was in Year 5, which will have made a recommendation about the type of secondary school that will be appropriate. You **must** either apply online or request an application form to ensure that the Local Authority is aware of your school preference.

There are transitional arrangements in place so that those children or young people with statements will be transferred to a new Education, Health and Care Plan between 1 September 2014 and April 2018. This will generally be undertaken at the end of a Key Stage or during a phased transfer to another school or setting.

In the year that your child or young person is due to transfer school, the Local Authority will issue an Education, Health and Care Plan by 15 February in that year. As far as is practicable, and appropriate to your child or young person's special educational needs, the Local Authority will try to meet your preference regarding placement but this may not always be possible. However, this early notification will enable you to approach the Parent Partnership Officer, use the mediation service that is available, or go through the appeal process, if necessary, so that a final decision regarding placement can be made at an early stage. Any appeal for a child or young person with a Statement of Special Educational Needs or an Education, Health and Care Plan will be to the Special Educational Needs and Disability Tribunal Service, rather than through the normal admissions appeal procedure. Details of how to contact the Parent Partnership Officer, the mediation service or the appeal will be provided when you are sent the Education, Health and Care Plan.

# Introduction

Choosing a school for your child is one of the most important decisions you will make as a parent/carer. The Local Authority (LA) provides places at all community schools and is there to help parents understand and be successful in the process.

This booklet provides important information about the transfer of your child from junior/primary to secondary school. There is also a copy of the timetable for the process, which you may find useful to refer to (page 8).

The information provided was correct at the time of publication, but there may be changes affecting arrangements before and during the 2017/2018 school year.

If, after reading this booklet, you have any further questions about admission arrangements please contact:

Sunderland City Council Customer Services

Tel: 0191 520 5553

E-mail: [enquiries@sunderland.gov.uk](mailto:enquiries@sunderland.gov.uk)

## **Counter fraud work**

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes.

## **Data Protection Act 1998**

The information you have given us will be used to manage the allocation of your child's school place as fairly and efficiently as we can. We will use this information mainly to allocate school places but where the law requires us to, we may need to share your information (or anonymous statistics obtained from it) with other local authorities with whom the child may become associated, the Department for Education and other officers in Sunderland City Council.

Occasionally it may be helpful to you, your child or the council to voluntarily share the information you have given us. If this happens, we will make sure to ask permission before sharing and will respect your wishes if you choose to refuse.

We will take all reasonable precautions to ensure that the information you have given us is stored and used securely and only for those purposes where we have either a legal duty or your permission to do so. In any event, we will endeavour to ensure that all processing of your, or your child's

personal data is carried out in accordance with the rules and safeguards found in the Data Protection Act 1998.

# Explanation of terms used in this booklet

Please note that all definitions are as detailed below, unless individual school's admission arrangements are different. If this is the case, the definition will be explained within the school's admission criteria.

**Academy** – an all ability school with sponsorship from business, faith or voluntary groups. The Trust Board/Governing Body set the criteria and are responsible for admissions. Three of the Academies in Sunderland are co-sponsored by the Local Authority (LA).

**Admission criteria** – the conditions of admission agreed by the School Admissions Forum (in the case of community schools) or by the Governing Body/Trust Board (in the case of Voluntary Aided and Free schools and Academies).

**All-age school** – a school for children aged 4+ to 16+ (18+ in the case of Grindon Hall Christian School).

**Authority/LA** – the Local Authority of the City Council, responsible for pupil places and admissions.

**Community school** – a school where the LA is responsible for admissions and setting the criteria.

**Cluster** – a group of junior/primary schools linked to a particular secondary school.

**DFE** – The Government's Department for Education.

**Free School** – an all ability state-funded school set up by parents, teachers, charities and education experts to meet local need.

**Looked-after child** – a child who is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989(b).

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under Section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989)

**Over-subscribed** – where there are more requests for admission to a year group in a school than there are places available.

**Parent/Carer** – a person who can exercise parental responsibility as defined under the 1989 Childrens Act.

**Preference** – the legal right of parents to state the school they would prefer their child to attend.

**Published Admission Number (PAN)** – the maximum number of pupils to be admitted into a particular year group.

**Secondary school** – comprehensive school for children aged 11 years and over.

**Sibling link** – an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.

**Voluntary Aided school (VA)** – a school where the Governing Body set the criteria and is responsible for admissions.

# Top tips for applying for a school place

**DO** read the information in this booklet very carefully before completing your application.

**DO** contact the School Admissions Team if there is anything in the booklet that you do not understand.

**DO** apply for more than one school on your application. This will not reduce your chances of being offered a place at your first preference school.

**DO** complete an application even if your child is attending a cluster primary school.

**DO** complete an application even if you have an older child already attending the school.

**DO** apply online, if at all possible. As once your application has been submitted, you will receive an acknowledgement by return. **You must remember your username and password to log back into your application and confirm whether a place has been offered.**

**OR**

**DO** hand deliver your application to the office at your child's current school (if it is within Sunderland Local Authority) or to any of the council's Customer Service Centres and a receipt will be issued. If you are not given a receipt, please ask for one as this is your proof that it has been handed in.

**OR**

**DO** post your application to the School Admissions Team. Please ensure that, if you choose this option, you use the correct postage for the size and weight of the envelope.

**DO** ensure that your application is submitted by the end of the preference period.

**DO** complete the relevant part of the application, if you are applying for a place at a Roman Catholic school.

**DON'T** apply to Sunderland City Council if you live outside of Sunderland, even if the school(s) that you are applying to is/are in Sunderland. You must apply to your 'home' Local Authority.

**DON'T** leave the responsibility of submitting this application to your child.

**DON'T** hesitate to contact the School Admissions Team, if you need any help with your application.

# Admissions timetable

**If your child has an Education, Health and Care Plan or a Statement of Special Educational Needs, the timetable will be different. Please refer to page 2 for more information.**

|                   |  |
|-------------------|--|
| 12 September 2016 | Preference period begins and parents should have received their information pack   |
| 31 October 2016   | Preference period ends – preferences received after this date <b>will</b> be considered after those received on time   |
| 1 March 2017      | Parents/carers will be able to log into their application to confirm whether a place has been offered, if they applied online.<br><br>Letters will only be posted where a paper application is received or it has not been possible to offer a place at a preferred school. Details of how to appeal will be explained in this letter. |
| 24 March 2017     | Acceptance form should be returned by this date  |
| 27 March 2017     | First reallocation of places begins  |
| 4 April 2017      | Appeal forms must be returned by this date   |
| May – July 2017   | Appeals held – parents will be notified of the outcome within five working days of the hearing   |
| May – August 2017 | Reallocation of places   |
| 15 December 2017  | Waiting lists cease to operate   |

# What kind of secondary schools are there in Sunderland?

There are six different types of secondary schools serving approximately 15,500 pupils:

## **Three Community Secondary schools**

The LA sets the admission criteria and offers places for Hetton, Thornhill and Washington Schools. Each school provides for girls and boys aged 11-16 and is a comprehensive school, which means that children can be admitted regardless of aptitude or ability.

## **Three Voluntary Aided (Roman Catholic) Secondary schools**

The governing body for each school sets the admission criteria and allocates places. St Anthony's Girls' Catholic Academy provides for girls aged 11-18, St Aidan's Catholic Academy provides for boys aged 11-18 and St Robert of Newminster RC School provides for both boys and girls aged 11-18. All schools are comprehensive, which means that children can be admitted regardless of aptitude or ability.

## **One Voluntary Aided (Church of England) Academy**

The governing body sets the admission criteria and allocates places. The Venerable Bede Church of England Academy provides for both boys and girls aged 11-16. The school is comprehensive, which means that children can be admitted regardless of aptitude or ability.

## **13 Academies (includes Three Voluntary Aided Schools)**

Academy 360 provides for girls and boys ages 4-16. Biddick Academy, Castle View Enterprise Academy, Farringdon Community Academy, Kepier Academy, Monkwearmouth Academy, Oxclose Community Academy, Red House Academy, Sandhill View Academy and Southmoor Academy provide for girls and boys aged 11-16. The Trust Boards will set the admission criteria and allocate places. All of the Academies will be comprehensive, which means that children can be admitted regardless of aptitude or ability.

## **One Free School**

The governing body sets the admission criteria and allocates places. Grindon Hall Christian School provides for girls and boys aged 4-18. The school is comprehensive, which means that children are admitted regardless of aptitude or ability.

## **Four Special schools**

The LA is responsible for admissions, determined by the individual child's Education, Health and Care Plan Statement of Special Educational Need. (For more information see page 2)

# Secondary published admission numbers for September 2017

| School                         | Address and Phone No  | Specialism                 | Pupil Age Range | Type of School | PAN 2017 |
|--------------------------------|---|----------------------------|-----------------|----------------|----------|
| Academy 360                    | Portsmouth Road, Sunderland SR4 9BA<br>Tel: 561 6832<br>www.academy360.co.uk                    | –                          | 4 – 16          | Academy        | 120      |
| Biddick Academy                | Biddick Lane, Washington NE38 8AL<br>Tel: 561 3680<br>www.biddickacademy.com                    | Sports                     | 11 – 16         | Academy        | 210      |
| Castle View Enterprise Academy | Cartwright Road Sunderland SR5 3DX<br>Tel: 561 5533<br>http://castleviewenterpriseacademy.co.uk | –                          | 11 – 16         | Academy        | 180      |
| Farrington Community Academy   | Allendale Road, Sunderland SR3 3EL<br>Tel: 553 6013<br>www.farringtonschool.co.uk               | Sports                     | 11 – 16         | Academy        | 180      |
| Grindon Hall Christian School  | Nookside, Sunderland SR4 8PG<br>Tel: 534 4444<br>www.grindonhall.com                            | –                          | 4 – 18          | Free School    | 44       |
| Hetton School                  | North Road, Hetton-le-Hole DH5 9JZ<br>Tel: 553 6756<br>www.hettonweb.co.uk                      | Technology                 | 11 – 16         | Community      | 180      |
| Kepler Academy                 | Dairy Lane, Houghton-le-Spring DH4 5BH<br>Tel: 553 6528<br>www.kepler.com                       | Sports                     | 11 – 16         | Academy        | 230      |
| Monkwearmouth Academy          | Torver Crescent, Sunderland SR6 8LG<br>Tel: 553 5555<br>www.monkwearmouth.sunderland.sch.uk     | Performing Arts            | 11 – 16         | Academy        | 210      |
| Oxclose Community Academy      | Dilston Close, Washington NE38 0LN<br>Tel: 419 5120<br>www.oxclose.net                          | Performing and Visual Arts | 11 – 16         | Academy        | 210      |

| School   | Address and Phone No   | Specialism                | Pupil Age Range | Type of School          | PAN 2017 |
|--|--|---------------------------|-----------------|-------------------------|----------|
| Red House Academy                              | Rutherglen Road, Sunderland SR5 5LN<br>Tel: 561 5511<br>www.redhouseacademy.co.uk          | –                         | 11 – 16         | Academy                 | 120      |
| Sandhill View Academy                          | Grindon Lane, Sunderland SR3 4EN<br>Tel: 553 6060<br>www.sandhillview.com                  | Performing Arts           | 11 – 16         | Academy                 | 180      |
| Southmoor Academy                              | Ryhope Road, Sunderland SR2 7TF<br>Tel: 553 7600<br>www.southmoorschool.co.uk              | Mathematics and Computing | 11 – 16         | Academy                 | 210      |
| St Aidan's Catholic Academy                    | Willow Bank, Road Sunderland SR2 7HJ<br>Tel: 553 6073<br>www.staidanscatholicacademy.co.uk | Languages                 | 11 – 18         | Voluntary Aided Academy | 210      |
| St Anthony's Girls' Catholic Academy           | Thornhill Terrace, Sunderland SR2 7JN<br>Tel: 553 7700<br>www.st-anthonys-academy.co.uk    | Technology and Languages  | 11 – 18         | Voluntary Aided Academy | 210      |
| St Robert of Newminster RC School              | Biddick Lane, Washington NE38 8AF<br>Tel: 561 3810<br>http://strobertyofnewminster.co.uk   | –                         | 11 – 18         | Voluntary Aided         | 210      |
| The Venerable Bede Church of England Academy   | Tunstall Bank, Sunderland SR2 0SX<br>Tel: 523 9745<br>www.venerablebede.co.uk              | –                         | 11 – 16         | Voluntary Aided Academy | 180      |
| Thornhill School Business & Enterprise College | Thornholme Road, Sunderland SR2 7NA<br>Tel: 553 7740<br>www.thornhillschool.org.uk         | Business and Enterprise   | 11 – 16         | Community               | 210      |
| Washington School                              | Spout Lane, Washington NE37 2AA<br>Tel: 219 3845<br>www.washingtonschool.co.uk             | Technology                | 11 – 16         | Community               | 180      |

# Open evenings for prospective Y7 pupils

| <b>School</b>                       | <b>Date</b>                 | <b>Time</b>     |
|-------------------------------------|-----------------------------|-----------------|
| Academy 360                         | Monday 26 September 2016    | 5 - 8pm         |
| Biddick Academy                     | Monday 19 September 2016    | To be confirmed |
| Castle View Enterprise Academy      | Thursday 15 September 2016  | 5 - 7pm         |
| Farringdon Community Academy        | Thursday 22 September 2016  | 6 - 8pm         |
| Hetton School                       | Thursday 22 September 2016  | 6pm             |
| Kepier Academy                      | Wednesday 21 September 2016 | 4 - 7pm         |
| Monkwearmouth Academy               | Tuesday 4 October 2016      | 6pm             |
| Oxclose Community Academy           | Tuesday 20 September 2016   | 6 - 8pm         |
| Red House Academy                   | To be confirmed             |                 |
| Sandhill View Academy               | Wednesday 21 September 2016 | 6 - 8pm         |
| Southmoor Academy                   | Wednesday 21 September 2016 | 5 - 7.30pm      |
| St Aidan's Catholic School          | Tuesday 20 September 2016   | 6 - 8pm         |
| St Anthony's Catholic Girls' School | Wednesday 21 September 2016 | 6 - 8pm         |
| St Robert of Newminster RC School   | Thursday 29 September 2016  | 6 - 8pm         |
| The Venerable Bede CE Academy       | Monday 19 September 2016    | 5 - 7pm         |
| Thornhill School                    | Wednesday 21 September 2016 | 3.30 - 6.30pm   |
| Washington School                   | Wednesday 28 September 2016 | 3.30 - 6.30pm   |

# How to apply for a secondary school place

## 1. **At what age should my child transfer to secondary school?**

Normally, your child will change school when they are 11 years old (for September 2017 admission, that would be those children born between 1 September 2005 and 31 August 2006).

## 2. **Can my child only move at this stage?**

It is normal practice for your child to move at this age. Sometimes a request is made for a child to move to secondary school a year earlier, if it is felt to be appropriate. An application would need to be completed by parents requesting a secondary school place. Advice would be sought from the child's current school and School Improvement Officers, who would need to confirm that the child would be sufficiently mature and academically able to move at that stage. **It is only possible for parents to state a preference for a school, not to choose which school.**

It is possible for a child to be held back in primary school and not move into secondary with their current peer group. Advice would be sought from the child's current school and the School Improvement Service. If it was agreed that it was not appropriate for the child to move at that stage, then it may be possible for them to stay in primary school.

**Any decision that is made about moving a child either a year earlier or later, would always be carried out in the best interests of the child.**

## 3. **How should I decide which school to apply for?**

You will probably already have an idea of some of the things about a school, which are going to be important to you and your child. You may have spoken to other parents/carers with children already attending the school.

Their views and ideas may be helpful but do not just rely on these. Any decision as important as selecting your child's school should always be based upon your own judgement. **Do not base your decision on other people's opinions – you will want to make the decision for your child.**

#### 4. **How can I find out more information about schools?**

Find out as much as possible about what each individual school has to offer. You should go to open evenings and read the school prospectus, before making your decision. The prospectus will have information about the school including its aims, curriculum and achievements.

Information about the National Curriculum assessment of the pupils at the end of each Key Stage and Ofsted inspection reports can be found on our website at [www.sunderland.gov.uk/school-admissions](http://www.sunderland.gov.uk/school-admissions)

#### 5. **Can I visit schools?**

If it has not already done so, your child's cluster secondary school will contact you to invite you to visit. If you are considering expressing a preference for other schools, you can contact your preferred school(s) to make arrangements to visit. **A visit to a school does not constitute an offer of a place, nor does it give priority for places. Parents should not assume that an offer of a visit by a school constitutes any obligation on the part of the school or the LA.**

Details of the open evenings for each school/academy are outlined on page 12.

#### 6. **Do I have a choice of which school I can send my child to?**

You do not have a right to choose which school your child will go to, **you only have a right to express a preference.**

Our ability to meet your preference will depend upon not only the demand for places at an individual school but also on the number of places available.

#### 7. **How many children are admitted to each school each year?**

Each year, the LA publishes an admission number for each school. This is the number of pupils that the LA intends to offer a place to in each school during the next school year.

Details of the **Published Admission Number**, often referred to as the '**PAN**' for short, for each school/academy are outlined on pages 10 – 11.

Information about the number of pupils that have been admitted to each school in the last two years is outlined later in this booklet (see pages 74 - 81).

## 8. How do I express a preference for a place for my child?

**It is possible to apply online. In order to do this, go to [www.sunderland.gov.uk/admissionsonline](http://www.sunderland.gov.uk/admissionsonline) and complete your application. You can do this either at home or alternatively at any of the council's Customer Service Centres, libraries and schools. If you apply online, you will receive an email receipt by return.**

It is only possible to apply online by this website or complete this application form if you live in Sunderland (i.e. pay your Council Tax to Sunderland City Council).

An application enables you to express up to three preferences for secondary schools.

**If you wish to name only one school, you can do so. If you do not name a second preference school, it will not increase your chances of being offered a place at your first choice school and it could possibly mean that you do not gain a place at another school that you may wish to consider. Similarly repeating the name of one school on your application will not improve your chances of being allocated a place.**

If you wish to apply for a place for your child in a Voluntary Aided or Free school, Academy, or a school outside of Sunderland, you must include them on the application in the order that you would like them to be considered. **If you are applying for a place in a Catholic school, you must also complete the relevant part of the application. You must either include a copy of your child's Baptism certificate and/or a letter of support with your application, if required by the school(s), or alternatively forward it directly to the School Admissions Team.**

Preferences for the Voluntary Aided and Free schools and Academies will be forwarded to the individual governing body/Trust Board for consideration, in line with their admission policy.

Preferences for schools outside of Sunderland will be forwarded to the relevant LA for consideration, in line with their admission policy.

The application form is also available at any of the Council's Customer Service Centres or by calling 0191 520 5553.

## 9. Can I apply online?

**Yes.** If you are a resident of Sunderland, all you need is access to the internet and you can gain all the benefits of making your application online.

Log-on to [www.sunderland.gov.uk/admissionsonline](http://www.sunderland.gov.uk/admissionsonline) and you will find the online application form. This will be available from **12 September 2016 until 31 October 2016.**

The online facility will enable you to make your application and then send it to the School Admissions Team. You will receive confirmation that your application has been received. Even after you have made your application, you will be able to come back and make amendments at any time up until the deadline date of 31 October 2016. However, if you do this, you **must** re-submit your application each time.

When you log onto the online system, you will need to create a username and password if you have not previously applied. Use the space below to record your username and password, which you will need to use the online system again to confirm where your child has been allocated a place.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Please remember after you have completed your online application, you must submit it by clicking on 'submit application'. The screen will provide a summary of your application and you will also receive a confirmation email (if you have provided an email address).

## **10. What are the benefits of applying online?**

- Clear, simple step-by-step instructions
- It is quick, safe and secure
- You can apply either at home, Sunderland City Council Customer Services Centres, libraries or schools
- No risk of the application getting lost in the post
- You can view your application online at any time
- You will receive a confirmation email that the application has been received
- You can easily change your application at any time before the deadline date
- You will receive an email on 1 March 2017 informing you to log back into your online account to find out whether your child has been offered a place

## **11. When do I need to apply?**

Please remember that you must complete an application for a school place, as there is no guarantee of a place for any child. You must complete an application even if your child may be attending a cluster primary or you have older children already attending the school. You must either apply online or complete an application form and return it to your child's current school, to any of the council's Customer Service Centres or directly to the School Admissions Team at the address at the front of this booklet. It is the responsibility of parents to ensure that the application form is received at the school, or any of the council's Customer Service Centres. Please do not leave this responsibility with your child.

The preference period lasts for seven weeks, from 12 September 2016 to 31 October 2016. Therefore your application needs to be returned to either your child's current school or to any of the council's Customer Service Centres or to the School Admissions Team at the address at the front of the booklet, **by 31 October 2016**. The School Admissions Team will only acknowledge applications that have not been issued with a receipt by the school or Customer Service Centres. However this may not be until after the end of the preference period. Therefore please make sure that you are given a receipt when you hand in your application form.

If your application is received after 31 October 2016, it **will** be considered as 'late' and this may reduce your chance of getting a place at your first choice school. Late applications (received between 1 November 2016 and 14 January 2017) will only be considered after those that are received on time, unless there is a genuine reason. Examples of genuine reasons would be a family moving into the area or returning from abroad; a lone parent that has been ill for some time or has been dealing with the death of a close relative; a change of circumstances for a 'looked after' child. Please note that the genuine reason must be explained on the application and if you would like your application to be considered as such.

If your application is received or an existing application is changed after 15 January 2017, it **will** be considered after all other applications received.

**Most parents who were refused a place last year were as a result of applying late. We do not keep places back for late applicants who attend cluster junior/primary or already have an older child or children attending the preferred school.**

If you change address after you have submitted your application, the School Admissions Team must be notified. If this notification is received before 15 January 2017, it will be considered during the allocation process.

## **12. What do I need to consider when I am completing the application?**

The address of the person with parental responsibility is used to determine the school at which a child is offered a place. The addresses of child minders or other family members who may help with childcare cannot be considered. **The LA reserve the right to seek proof of address and withdraw an offer of a place made on the basis of a false address having been given.**

Where there is shared parental responsibility for a child, parents should agree who is the parent with main responsibility before filling in the application.

Where parents have twins or triplets and only one place is available, the parent will be notified in writing and the decision will lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list.

In respect of admissions for September 2017, Sunderland LA will operate an 'equal preference' system. All Community, Voluntary Aided Schools, Free Schools and Academies will consider all preferences equally. This means that all applications will be considered against the school/academy's admission criteria, no matter whether they are 1st, 2nd or 3rd preferences.

When you are completing your application, you need to consider very carefully which schools you wish to apply for and only list schools that you would like to be considered. Statistics from the last two years are outlined at the end of this booklet. This will show you which schools are normally oversubscribed, i.e. where we receive more applications than places available.

If you are considering applying for a place in a Voluntary Aided or Free school or Academy, you should consult the admission criteria for that particular school outlined later in this booklet.

If you are considering applying for a place in a school outside of Sunderland, you should contact the LA that the school is situated in for information about their admission criteria. The contact numbers for the neighbouring LAs are as follows:

|                |                           |
|----------------|---------------------------|
| Durham         | 03000 265 896             |
| Gateshead      | 0191 433 2757 or 433 2756 |
| South Tyneside | 0191 424 7706 or 424 7767 |

### **13. What happens after I have submitted my application ?**

If you complete a paper application, you should return it either to your child's current junior/primary school (if this is within the city of Sunderland), to any of the council's Customer Service Centres or to the School Admissions Team.

After the end of the preference period (31 October 2016), all applications that have been received will be considered.

All applications that have been received for Voluntary Aided schools, Free Schools and Academies will be forwarded to the governing body or Trust Board of each school or Academy for consideration against their own admission criteria. (Details of the admission policies start from page 25).

Any applications for schools outside of Sunderland will be forwarded to the LA in which the school is situated for consideration against their own admission criteria.

At the first stage, all applications for a particular school/academy will be considered against the admission criteria no matter whether they are 1st, 2nd or 3rd preferences.

A list would then be prepared for each school/academy sorted by criteria order, up to the number of places available (PAN) and then a potential waiting list.

All applications would then be moved to the second stage.

- If parents could be offered more than one school place, a place would only be offered at the highest ranked school on the applications.
- Therefore if there was the potential that a place could be offered at the 1st & 2nd school, a place would only be offered at the 1st preference school
- Alternatively if a place could be offered at the 2nd and 3rd school, a place would only be offered at the 2nd preference school.

#### **14. What happens if I want to change the school that I have applied for?**

Once your application has been returned, it is possible to change the school/academy that you would like to apply to during the preference period. Therefore until 31 October 2016, it is possible to change the school.

However after that date, it is only possible to change the preferred schools for a genuine reason, e.g. family have moved address and the original school is no longer appropriate. This will mean that your application will be 'late' and considered after all of the applications received 'on time'.

#### **15. When will I know whether my child has a place?**

If you apply online you will find out about your school place quicker, via your online account on 1 March 2017.

If you made a paper application, letters will be posted out 2nd class on 1 March 2017. This letter will contain the following information, where necessary:

- The name of the school at which a place is being offered;
- The reasons why the child is not being offered a place at any of the higher ranked schools listed on the application form;
- Information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Contact details for the Voluntary Aided schools, Free School and Academies and/or other LA(s) where a place has not been offered, in case you wish to lodge an appeal.

#### **16. I have been offered a school place for my child, what do I do now?**

If you have been offered a school place for your child, you will need to confirm your acceptance of the place. If you applied online, you can accept via your online account. If you completed a paper application, you will have been sent an acceptance form. You will need to complete this form and return it to the School Admissions Team, indicating whether you wish to accept the place that has been offered.

**17. Can my child's name still be considered if any places arise after the allocation process?**

**Yes.** If you have been unsuccessful in gaining a place in one of your higher nominated schools, your child's name will be placed on the waiting list. After places have been offered up to the school's PAN, a waiting list will be established using the admission criteria.

Please note that your child's position on the waiting list **will** change if any late applications are received that meet a higher criterion.

If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 16 December 2017, in case any vacancies arise.

**18. Can I accept a place at my second preference school and still appeal for a place at my first preference?**

**Yes.** It is possible to accept a place at any lower ranked school that you have been offered a place at and still appeal for any higher ranked schools. This does not affect your right of appeal and will have no bearing on any appeal hearing decision.

**19. What happens if I do not complete an application?**

If an application for a secondary school place is not received for your child, a place will not be allocated. Therefore, this will greatly reduce your chance of getting a place in the school of your choice. **It is essential that you complete an application, in order to try and secure a place.**

**20. My child is going to private school, do I still need to complete an application?**

**Yes** – there is a space on the application where you can confirm this information. If you do not inform the School Admissions Team that your child is going to a private school, it may be necessary to contact you again. The LA has a duty to ensure that all children are attending school.

**21. I want to apply for a place in a school outside of Sunderland, is their admission criteria the same as Sunderland's?**

**No** – if you wish to apply for a place in a school outside of Sunderland, you need to contact the LA where the school is situated for advice. The contact details for neighbouring LAs are outlined on page 18. **You must still complete a Sunderland application and include all schools that you would like to apply for a place at.**

## **22. Which secondary school is my child's primary school clustered with?**

**Academy 360** – Highfield and South Hylton Primary Schools.

**Biddick Academy** – Biddick, John F Kennedy and Rickleton Primary Schools. Barnwell Academy, Fatfield Academy Inspires and New Penshaw Academy.

**Castle View Enterprise Academy** – Bexhill Academy and Town End Academy, Castletown and Hylton Castle Primary Schools.

**Farringdon Community Academy** – East Herrington Primary Academy, Farringdon Academy and Mill Hill Primary School.

**Hetton** – Easington Lane, Hetton and Hetton Lyons Primary Schools and Eppleton Academy Primary School.

**Kepier Academy** – Bernard Gilpin, Dubmire, East Rainton, Gillas Lane, Shiney Row Primary Schools, Burnside Academy Inspires and Newbottle Primary Academy.

**Monkwearmouth Academy** – Dame Dorothy, Grange Park and Seaburn Dene Primary Schools. Fulwell Junior School and Redby Primary Academy.

**Oxclose Community Academy** – Blackfell, George Washington, Lambton and Springwell Village Primary Schools and Holley Park Academy and Oxclose Primary Academy.

**Red House Academy** – Northern Saints VA CE Primary School, and Southwick and Willow Fields Community Primary Schools.

**Sandhill View Academy** – Broadway Junior, Thorney Close Primary School and Hasting Hill Academy and Plains Farm Academy.

**Southmoor Academy** – Grangetown and Valley Road Primary Schools, together with Hill View Junior School.

**The Venerable Bede CE Academy** – Benedict Biscop CE Academy and St Paul's CE Primary School, New Silksworth and Ryhope Junior Schools.

**Thornhill** – Barnes and Diamond Hall Junior Schools, and Hudson Road and Richard Avenue Primary Schools.

**Washington** – Albany Village, Barmston Village, Marborough, Usworth Colliery and Wessington Primary Schools.

**23. My child attends one of the cluster primary schools, does this guarantee a place in the secondary school?**

**No** – although attendance at the cluster primary school is one of the higher criteria, you do not have a guaranteed place. The statistics for September 2015 and 2016 admissions are detailed later in this booklet (see page 74). This explains where it was possible to offer places to everyone that applied and also where schools were oversubscribed.

**24. I want to apply for a place in a Voluntary Aided school, Free School or Academy, is their admission criteria the same?**

**No** – the governing body of each Voluntary Aided school, Free school and Academy is responsible for their own admission policy and criteria. If you are considering applying for a place in a Voluntary Aided school, Free School or Academy for your child, you should consult their criteria outlined on pages 25 – 65.

# Admissions Criteria for Hetton, Thornhill and Washington Schools

The LA is responsible for the admission criteria for all Community schools. As a result of a review, from September 2003, the council's Cabinet agreed that the catchment system should be stopped and replaced by a cluster system. A cluster is a group of primary schools (including infant and junior schools) which feed into a single secondary school. All Community secondary schools and some Academies now have cluster primary schools.

**The admission criteria for Community Schools is as follows:**

- (i) **'Looked-after' child** – a child that is 'looked-after' by a Local Authority, in accordance with Section 22 of the Children's Act 1989(b) and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
- (ii) **Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school.**
- (iii) **A sibling link** – an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
- (iv) **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information which you include in this section. This report should explain why **only** this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.) If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
- (v) **Pupils for whom preferences are expressed on grounds other than those outlined above.**

**Within each of the above categories, places will be offered on the basis of distance from the centre of the home to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS).**

**Where a pupil has an Education, Health and Care Plan or a statement of special educational needs naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).**

**Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the Schools Admission Team.**

# Academy 360

The Trust Board of Academy 360 will be the Admission Authority for this academy. The governing body intends to admit up to 120 pupils to Year 7 in September 2017. This includes up to 60 pupils currently in Y6 at Academy 360, who will transfer. The governing body intends to admit 60 pupils to Reception in September 2017.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming Academy 360 will be offered a place.

The Trust Board of Academy 360, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **'Looked-after' children.** – a child that is 'looked-after' by a Local Authority in accordance with Section 22 of the Children's Act 1989 (b) and a child who were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
2. **Attendance in key stage 2 (aged 7 -10+) at a designated cluster junior or primary school (applications for Year 7 only)**
3. **A sibling link** – an older brother/sister or older child (including adoptive and step-children) that shares the same parent/carer and lives at the same address, who will still be attending Academy 360 at the time of admission.
4. **Exceptional medical or psychological reasons** – (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).
5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

We reserve the right to use an effective tie-breaker when dealing with over subscription. Children will be allocated a place based upon the shortest safest walking route from the centre of the parental home residence to the main entrance of the school, with priority being given to those children living closest to the school. Distance will be measured using the Local Authority's Geographical Information System (GIS).

The Trust Board will adopt the equal preference system, whereby all applications are considered at the same time, irrespective of the order of preference.

**At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.**

**In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.**

Where parents have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of the Trust Board at the school address.

# Biddick Academy:

## Specialising in Sports and Performing Arts

The Trust Board of Biddick Academy will be the Admission Authority for this academy. The Trust Board intends to admit up to 210 pupils to Year 7 in September 2017. An additional 5 places are available for learners with a statement of SEN naming our Unity Centre ASD provision as the appropriate placement.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the academy. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

Pupils with an Education, Health and Care Plan or a statement of Special Educational Needs naming Biddick Academy will be offered a place.

The Trust Board of Biddick Academy, as the admissions authority, will admit students to the academy in accordance with the following criteria in the following order of priority:

1. **'Looked-after' child** – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
2. **Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school**
  - a) Biddick Primary School
  - b) JFK Primary School
  - c) Fatfield Academy Inspires
  - d) Barnwell Academy
  - e) New Penshaw Primary Academy
  - f) Rickleton Primary School
3. **A sibling link** - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending Biddick Academy at the time of admission.

4. **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this academy can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school/academy are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior Academy staff/directors).
  
5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the academy with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria and at the same time.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to offer a place at the academy, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of the Biddick Academy Trust Board at the academy address.

# Castle View Enterprise Academy

The Trust Board of Castle View Enterprise Academy will be the Admission Authority for this academy. The Trust Board intends to admit up to 180 pupils to Year 7 in September 2017.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the academy is over – subscribed in a particular year.

Pupils with an Education, Health and Care Plan or a statement of Special Education needs naming Castle View Enterprise Academy will be offered a place.

The Trust Board of Castle View Enterprise Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **'Looked-after' children.** – a child that is 'looked after' by a Local Authority in accordance with Section 22 of the Children's Act 1989 (b) and a child who were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).

2. **Children selected on the basis of aptitude**

There are 18 places available in total to learners who fulfil the following criteria on the basis of aptitude

The individual learner must be identified by an independent professional soccer, cricket or dance company who are a partner provider with CVEA. (A student with an aptitude is one who demonstrates a particular capacity to success in playing cricket or football and performing in dance/music). In determining allocations the Governing body will consider if a child has an aptitude for cricket, soccer or dance , a particular capacity to learn or to develop the skills in the chosen sport and will benefit from the expertise and facilities in the academy sport programmes.

3. **Attendance in key stage 2 (aged 7-10+) at a designated cluster junior or primary school**
4. **A sibling link** – an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending Castle View Enterprise Academy at the time of admission.

5. **Exceptional medical or psychological reasons** – (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting a new school as a physiological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).
6. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

The Trust Board will adopt the equal preference system, whereby all applications are considered at the same time, irrespective of the order of preference.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than one school, the parent’s highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where parents have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of the Trust Board at the school address.

# Farringdon Community Academy

The Governing Body of Farringdon Community Academy is the Admissions Authority for the academy.

We intend to admit up to 180 pupils into Year 7 in September 2017. This arrangement follows consultation between the Governing Body, the Local Authority and all other schools who are their own Admissions Authority in the area.

All applications must be made using the Local Authority Application Form, which must be returned to the Local Authority by the closing date which is determined annually. Applications received after the closing date will only be considered after all those received by the closing date.

Children who have an Education, Health and Care Plan or a statement of Special Educational Needs which names Farringdon Community Academy will automatically be offered a place in the academy.

Admissions criteria will only be applied if there are more preferences expressed than places available. The following criteria will be applied in that case:

1. **Looked After Child/Adopted Child** – A child who is 'looked after' by a Local Authority in accordance with Section 22 of the Children's Act 1989 (b) and a child who was looked after, but ceased to be so, because of adoption (or became subject to a child arrangement order, residence order or special guardianship order).
2. **Attendance in Key Stage 2** (ages 7 – 10 years) at a designated cluster primary.  
  
East Herrington Primary Academy  
Farringdon Academy  
Mill Hill Primary School
3. **A sibling link** – an older brother/sister or other child (including adoptive or step sibling) who shares the same parent/carer and lives at the same address, who will still be attending Farringdon Community Academy at the time of admission.
4. **Exceptional medical or psychological reasons** - you must include a medical or psychological report, prepared by a professional, to confirm information which you include in this section. This report should explain why only this academy can meet your child's medical or psychological needs. Common childhood conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when applying please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of the Academy Governing Body).

5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above categories places will be offered on the basis of distance from the centre of the home to the main entrance of the academy, with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

### **Notes**

#### **Preference allocation.**

The Governing Body will adopt an equal preference system, whereby all applications are considered at the same time irrespective of the order of preference. In the event that more than one preference can be met then a place will be offered at the parent's highest ranking school. Other preferences will then be disregarded.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the end of the autumn term, after the children start school in September.

Parents who are unsuccessful in securing a place have a statutory right of appeal. Information will be included within the notification letter. Further details of the appeals process are available by writing to the Chair of Governors at the Academy address.

#### **False or fraudulent information**

Where an application contains false or fraudulent information the Governing Body reserve the right to remove the academy place.

# Grindon Hall Christian School

Grindon Hall Christian School (“the School”) will act as its own Admissions Authority and will operate admissions arrangements in line with the School Admissions Code and in consultation with Sunderland City Council.

The School will consult as required on all aspects of this policy as required by the School Admission Code, and place a copy of it on its website.

Parents should note that the ethos of the School is non-denominational Christian. The school website explains in more detail what this means. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Christian faith to apply for and be considered for a place.

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

The School will operate two classes in every Year Group from Reception to Year 11, and also a Sixth Form. Senior Year Groups (Year 7 to Year 11) will not exceed 40. The number of students in Sixth Form will be approximately 80.

The number of new pupils admitted to the school in September of each year will be 44 into Reception and 10 into Year 12. (The Year 12 admissions number is based on an estimate of the number of external students likely to be admitted and may vary from year to year according to the number of existing, eligible Year 11 students who wish to take up sixth form places).

## 2. **Application Process**

Although acting as its own Admissions Authority, the School will work closely with the Local Authority in order to enable coordinated admissions arrangements to be applied across the city. The School will make available all necessary details to enable the Local Authority to compile its composite prospectus each year. Applications for admission to Reception will be made on the Local Authority Common Application Form, in line with published timescales. Applications to Year 12 will be made directly to the School, although it is not necessary for existing Year 11 students to formally apply for a place in Year 12.

## 3. **Selection Process**

Other than for entry into Year 12, no selection criteria will be applied for entry to the School other than, in the case of over-subscription, the over-subscription criteria. In the case of Year 12, the criterion will be the achievement of at least GCSE Grade C in the subjects to be studied at AS level (those subjects to be among those being offered at the time).

#### 4. **Over-Subscription Criteria**

Applications are welcome from any parent wishing to apply for a place for their child(ren) in the School. If the school is oversubscribed, over-subscription criteria will be applied in the following order.

1. The School will adhere to the statutory requirement to give first priority, whether over-subscribed or not, to children with an **Education, Health and Care Plan or a Statement of Special Educational Needs** where the School is the named provider, as agreed between the School and the Local Authority.
2. **Looked after Children**, or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, residence or special guardianship order, whom the relevant authorities and/or the parents/guardians wish to attend the School (see Section 22(1) of the Children Act 1989 for a definition of “looked after child”).
3. **Children of staff** where the member of staff has been employed for at least two years at the time when the application is made; OR where the member of staff has been recruited to fill a vacant post for which there is a clear skill shortage.
4. **Siblings** of children already in the School when the new applicant is due to start. In the case of normal entry points this means siblings of children already in the school at the end of the “offer year” (i.e. the academic year immediately preceding the academic year for which admission is sought). This also includes cases where a sibling can be reasonably expected to still be in the School at the time of his/her sibling’s proposed admission, for example a Year 11 student who could reasonably be expected to progress to Year 12. Siblings will be held to include brothers, sisters, step-brothers and step-sisters living permanently together with the child already in the School. Where a child lives with parents with shared responsibility, each for part of a week, the home address will be held to be the address under which the child is registered with his/her doctor.
5. Children with **Significant Medical or other Personal Need**, as certified by a relevant professional.
6. The **Child Living Closest** to the front gate of the school, as measured from the ground floor front door of his or her permanent residence taking the most direct public rights of way.

Should two or more children remain tied after all criteria have been applied, lots will be drawn by an independent body to determine to whom the place will be allocated.

5. **Waiting Lists**

Those children who are not offered a place after all the over-subscription criteria have been applied will be placed on a waiting list, which will be maintained for one full school term. Should a place become available, the School will immediately offer that place to the child at the top of the waiting list. A child's ranking on the waiting list will be determined strictly in line with the criteria above, and the requirements of the School Admission Code, and not on the basis of "first come first served". Should the parents of that child not wish to take up the place, it will be offered to the child occupying the next place on the list, and so on.

6. **Appeals Procedure**

Parents who have not been successful in obtaining a place will be informed of their right to appeal. The School will make arrangements for an Independent Appeals Panel to be constituted, in line with statutory requirements. The decision of an Independent Appeals Panel is binding on both parties, and the School will make arrangements to admit any child where an appeal has been upheld.

7. **In-Year Admissions**

In-Year applications include applications made part-way through a school year or at the beginning of a school year which is not a normal entry point. The School will work closely with the Local Authority to enable a coordinated response to be made to in-year applications. To facilitate this, the School will communicate the availability of such places to the Local Authority as requested. Although in many instances the School would be able to fill places from an existing waiting list, careful consideration would be given to all applications as it might be the case that a particular child should, under the requirements of the School Admissions Code, be moved to the top of the list. All in-year applications will be treated fairly and, if a place cannot be offered, parents will be informed immediately and made aware of their right to appeal.

# Kepier Academy

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a first choice preference for the Academy. However parental preference cannot be considered where the Academy is over-subscribed in a particular year.

The governing body intends to admit up to 230 pupils to Year 7 in total in September 2017. This number includes the 20 children who will be selected on the basis of aptitude.

The Governing Body of Kepier Academy, as the admissions authority, will admit students to the Academy in accordance with the following criteria in the following order of priority. However there is no guarantee of a place for children living in our priority admissions area (or attending the named feeder schools).

1. **‘Looked-after’ children** – a child that is looked after by a Local Authority, in accordance with Section 22 of the Children’s Act 1989(b) and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
2. **Children selected on the basis of aptitude.**
  - There are up to 20 places available in total to learners who fulfil the following criteria on the basis of aptitude:
  - The individual learner must be identified by an independent professional soccer training company who is the partner provider with Kepier Academy. (A pupil with aptitude is one who demonstrates a particular capacity to succeed in playing soccer. In determining allocations the governing body will consider whether a child has an aptitude for soccer, a particular capacity to learn or to develop skills in soccer and will benefit from particular expertise and facilities in the academy.)
3. **Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school namely:**
  - a) Bernard Gilpin
  - b) Burnside Academy Inspires
  - c) Dubmire
  - d) East Rainton
  - e) Gillas Lane

- f) Newbottle Primary Academy
  - g) Shiney Row.
4. **A sibling link** – an older brother/sister or older child (including adoptive and step children) that shares the same parent/carer and lives at the same address, who will still be attending Kepier Academy at the time of admission.
  5. **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this Academy could meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of the Academy Governors).
  6. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the Academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS), with priority being given to those students that live closest to the Academy.

Where a learner has an Education, Health and Care Plan or a statement of special education need, naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a learner then qualifies for a place at more than one school, the parent’s highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

If information supplied by parents/carers is not correct, the offer of a place at Kepier Academy can be withdrawn.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of the Governors at the Academy address.

# Monkwearmouth Academy

The governing body of the Monkwearmouth Academy will be the Admission Authority for this academy. The governing body intends to admit up to 210 pupils to Year 7 in September 2017.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming the Monkwearmouth Academy will be offered a place.

The governing body of the Monkwearmouth Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

- 1. 'Looked-after' children** – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order residence order or special guardianship order).
- 2. Attendance in key stage 2 (aged 7 -10+) at a designated cluster junior or primary school –**
  - Dame Dorothy Primary School
  - Fulwell Junior School
  - Grange Park Primary School
  - Redby Primary Academy
  - Seaburn Dene Primary School
- 3. A sibling link** – an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending Monkwearmouth Academy at the time of admission.
- 4. Exceptional medical or psychological reasons** – (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion

when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).

**5. Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

The Trust Board will adopt the equal preference system, whereby all applications are considered at the same time, irrespective of the order of preference.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where parents have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the end of the Autumn term, after the children start school in September.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of the governing body at the school address.

# Oxclose Community Academy

The Governing Body of Oxclose Community Academy is the Admissions Authority for the academy.

We intend to admit up to 210 pupils into Year 7 in September 2017. This arrangement follows consultation between the Governing Body, the Local Authority and all other schools in the area who are their own Admissions Authority in the area.

All applications must be made using the Local Authority Application Form, which must be returned to the Local Authority by the closing date which is determined annually. Applications received after the closing date will only be considered after all those received by the closing date.

Children who have an Education, Health and Care Plan or a statement of Special Educational Needs which names Oxclose Community Academy will automatically be offered a place in the academy.

Admissions criteria will only be applied if there are more preferences expressed than places available. The following criteria will be applied in that case:

1. **Looked After Child/Adopted Child** – A child who is 'looked after' by a Local Authority in accordance with Section 22 of the Children's Act 1989 (b) and a child who was looked after, but ceased to be so, because of adoption (or became subject to a child arrangements order, residence order or special guardianship order).
2. **Attendance in Key Stage 2** (ages 7 – 10 years) at a designated cluster primary.  
  
Blackfell Primary  
George Washington Primary  
Holley Park Academy  
Lambton Primary  
Oxclose Primary Academy  
Springwell Village Primary.
3. **A sibling link** – an older brother/sister or other child (including adoptive or step sibling) who shares the same parent/carer and lives at the same address, who will still be attending Oxclose Community Academy at the time of admission.
4. **Exceptional medical or psychological reasons** - you must include a medical or psychological report, prepared by a professional, to confirm information which you include in this section. This report should explain why only this academy can meet your child's medical or psychological needs. Common childhood conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when applying please contact the School Admissions Team before completing the application form. (Eligibility

under this category will be considered by a meeting of the Academy Governing Body).

5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above categories places will be offered on the basis of distance from the centre of the home to the main entrance of the academy, with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

## **Notes**

### **Preference allocation**

The Governing Body will adopt an equal preference system, whereby all applications are considered at the same time irrespective of the order of preference. In the event that more than one preference can be met then a place will be offered at the parent's highest ranking school. Other preferences will then be disregarded.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the end of the autumn term, after the children start school in September.

Parents who are unsuccessful in securing a place have a statutory right of appeal. Information will be included within the notification letter. Further details of the appeals process are available by writing to the Chair of Governors at the Academy address.

### **False or fraudulent information**

Where an application contains false or fraudulent information the Governing Body reserve the right to remove the academy place.

# Red House Academy

The Trust Board of the Red House Academy will be the Admission Authority for this academy.

The Trust Board intends to admit up to 120 pupils to Year 7 in September 2017.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming the Red House Academy will be offered a place.

The Trust Board of the Red House Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **'Looked-after' children.** – a child that is 'looked-after' by a Local Authority in accordance with Section 22 of the Children's Act 1989 (b) and a child who were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
2. **Attendance in key stage 2 (aged 7 -10+) at a designated cluster junior or primary school** - Southwick Community Primary and Willow Fields Community Primary Schools and Northern Saints CE VA Primary School.
3. **A sibling link** – an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending Red House Academy at the time of admission.
4. **Exceptional medical or psychological reasons** – (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).
5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

The Trust Board will adopt the equal preference system, whereby all applications are considered at the same time, irrespective of the order of preference.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than one school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where parents have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of the Trust Board at the school address.

# Sandhill View Academy

The governing body of Sandhill View Academy will be the Admission Authority for this Academy. The governing body intends to admit up to 180 students to Year 7 in September 2017. The Academy is completely non-selective and accepts all children.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a first choice preference for the Academy. However, parental preference cannot be considered where the Academy is over-subscribed in a particular year.

The Governing Body of Sandhill View Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority. However there is no guarantee of a place for children living in our priority admissions area or attending the named feeder schools.

SEN – where a student has an Education, Health and Care Plan or a statement of special education need they will be offered a place (subject to confirmation by the SEN Unit).

1. 'Looked after' children – a child that is looked after by a local authority.
2. Attendance in Key Stage 2 (aged 7-10+) at a designated cluster junior or primary school namely:
  - Broadway Junior
  - Hasting Hill
  - Plains Farm and
  - Thorney Close
3. A sibling link – an older brother/sister or older child that shares the same parent/carer and lives at the same address, who will be attending Sandhill View Academy at the time of admission.
4. Exceptional medical or psychological reasons – Children who have a medical or social need, supported by professional advice, for a particular school. Medical certificates or other appropriate evidence from key professionals involved with the child will be required. Common childhood medical conditions such as Asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.

5. Students for whom preferences are expressed on grounds other than those outlined above.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

If information supplied by parents/carers is not correct, the offer of a place at Sandhill View Academy can be withdrawn.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Governors at the Academy address.

If your son/daughter has been refused admission, you can request that their name is placed on the Academy's waiting list. If places become available, we will consider all relevant applications based on the waiting list.

# Southmoor Academy

The Trust Board of Southmoor Academy will be the Admission Authority for this academy. The Trust Board intends to admit up to 210 pupils into Y7 in September 2017.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming Southmoor Academy will be offered a place.

The Trust Board of the Southmoor Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **'Looked-after' child** – a child that is looked-after' by a Local Authority in accordance with Section 22 of the Children's Act 1989 (b) and a child who were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
2. **Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school**
3. **A sibling link** - an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
4. **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

## NOTES

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where parents have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the end of the Autumn term, after the children start Y7 in September.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of the Trust Board at the school address.

# St Aidan's Catholic Academy

St Aidan's Catholic Academy was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All parents (see note 11) are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

## **Parishes served by the school**

The Holy Family, Sunderland  
Holy Rosary, Sunderland  
Immaculate Heart of Mary, Sunderland  
The Sacred Heart and John Bosco, Sunderland  
St Anne, Sunderland  
St Benet, Sunderland  
St Cecilia and St Patrick, Sunderland  
St Hilda, Sunderland  
St Joseph, Sunderland  
St Leonard, Silksworth,  
St Mary, Sunderland

## **Published Admission Number**

The governing body has set its admission number at 210 pupils to year seven in the school year which begins in September 2017.

## **Children with an Education, Health and Care plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### **Application Procedures and Timetable**

To apply for a place at this school, the parent must complete a common application form (CAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 1 March 2017 or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 31 October 2016.

### **Late Applications**

Late applications will be administered in accordance with the local authority coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. A School Transfer Application Form should be completed and forwarded to the School Admissions Team at Sandhill Centre, Grindon Lane, Sunderland SR3 4EN. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

## **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

## **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

## **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

## **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2017.

1. Looked after and previously looked after children (see notes 2&3)
2. Catholic children whose home address is in a parish served by the school (see note 4)
3. Other Catholic children (see note 4)

4. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made (see note 5)
5. Catechumens and members of an Eastern Christian Church (see notes 6&7)
6. Children of other Christian denominations (see note 8)
7. Children of other faiths (see note 9)
8. Any other children

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor. Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **Notes and Definitions**

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. 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 (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **A member of staff** includes all school staff who are under the direct employment of the Directors of the school.
6. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
7. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
8. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
9. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
10. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
11. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent'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 also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

12. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority’s admission guidance for parents.**

# St. Anthony's Girls' Catholic Academy

The governing body determines the admissions to St. Anthony's Girls' Catholic Academy. The criteria for admission reflect the nature of the foundation of the academy by the Sisters of Mercy, who are the trustees of St. Anthony's, giving preference to Roman Catholic girls and where places are available, other girls. The admission number is 210.

Parents wishing to express a preference for St. Anthony's, as the Academy they wish their daughter to attend, must make this clear when they complete their application form taking care to submit it to the local authority within the time fixed for returning this form.

Girls who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Each year Sunderland local authority will invite parents to express a preference for a particular school/academy. Places up to the admission number will then be allocated according to the published criteria.

To apply for a place at this school, the parent must complete a common application form (CAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 1 March 2017 or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 31 October 2016.

The Governors of St. Anthony's will allocate places according to each criterion on an equal preference basis.

## **The feeder schools are:**

English Martyrs RC VA Primary School  
St. Anne's RC VA Primary School  
St. Benet's RC VA Primary School  
St. Cuthbert's RC VA Primary School

St. John Bosco RC VA Primary School  
St. Joseph's RC VA Primary School  
St. Leonard's RC VA Primary School  
St. Mary's RC VA Primary School  
St. Patrick's RC VA Primary School

The parishes served by the feeder schools belong to St Bede's Deanery. The parishes are listed below:

St. Benet (The Causeway, Monkwearmouth SR6 0BH)  
St. Hilda (Beaumont Street, Southwick SR5 2JD )  
Sacred Heart and St. John Bosco (Chiswick Road, Hylton Castle SR5 3PY)  
St. Mary (Bridge Street, Sunderland SR1 1TQ)  
St. Cecilia and St. Patrick (Ryhope Road, SR2 7TG)  
St. Joseph (Paxton Terrace, Millfield SR4 6HP)  
Holy Family (Gardiner Road, Grindon SR4 9PS)  
Holy Rosary (Arbroath Road, Farringdon SR3 3LD)  
Immaculate Heart (Springwell Road SR3 4DF)  
St. Anne (Hylton Road, Pennywell SR4 9AA)  
St. Leonard (Tunstall Village Road, Silksworth SR3 2BB)  
St. Patrick (Smith Street, Ryhope SR2 0RG)

The criteria are as follows:

1. Catholic looked after and previously looked after girls
2. Catholic girls from the feeder schools
3. Catholic girls resident within the parishes of St. Bede's Deanery, Sunderland, who do not attend one of the feeder schools.
4. Other Catholic girls.
5. Looked after and previously looked after girls.
6. Girls of
  - a) other Christian denominations
  - b) other faithswith sisters already attending St. Anthony's Girls' Catholic Academy at the time of admission.
7. Girls of
  - a) other Christian denominations
  - b) other faithsattending the feeder primary schools.

8. Girls of
  - a) other Christian denominations
  - b) other faiths

with parents and carers who would like them to benefit from the Roman Catholic ethos of St. Anthony's Girls' Catholic Academy
9. Other girls with parents and carers who would like them to benefit from the Roman Catholic ethos of St. Anthony's Girls' Catholic Academy.

### **Additional notes:**

1. Evidence

Applicants seeking admission under criteria 1, 2, 3 and 4 must provide evidence of being baptised into or having been formally received into the Roman Catholic Church. Applicants seeking admission under criteria 6, 7 and 8 must provide evidence of being baptised into or having been formally received into a Christian denomination other than the Roman Catholic Church or in the case of other faiths evidence of their faith commitment with a letter from their Faith Leader.
2. Definition of "Catholic"

Girls who have been baptised as Catholics or who have been formally received into the Catholic Church. All applicants seeking admission under criteria 1 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.
3. Definition of "Christian Denominations"

Other Christian denominations means girls who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
4. Definition of "Other Faiths"

Girls of other faiths means girls who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

5. Definition of “looked after girl” A looked after girl is a girl 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 (see the definition in section 22 (1) of the Children Act 1989)

6. Definition of “sister”

Sisters may be full sisters, half sisters, adopted sisters, step sisters, or the child of the parent/carer’s partner where the girl for whom the school place is sought is living in the same family unit at the same address as that sibling.

7. Definition of “adoption order”.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

8. Definition of “child arrangements order”.

A “child arrangements order” is an order outlining the arrangements as to the person with whom the girl will live under the provisions of section 14 of the Children and Families Act 2014.

9. Definition of “special guardianship order”.

A special guardianship order is an order appointing one or more individuals to be a child’s special guardian or guardians” (Section 14A Children Act 1989).

10. Definition of a “previously looked after girl”

Previously looked after girls are those who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

11. Tie breaker

Where there are places for some, but not all applicants within a particular criterion, distance from the home address to the school will be the deciding factor, with preference being given to those whose address is nearest to the school when measured by the shortest pedestrian route using the Local Authority’s computerised measuring system with those living nearer the school receiving the higher priority.

In the event of distances being the same for two or more girls where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

12. Right of Appeal

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Admissions Secretary at the school address.

13. Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2016.

14. Fair Access Protocol

The school is committed to taking its fair share of girls who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

15. False Evidence

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

16. Late Applications

Late applications will be administered in accordance with the local authority coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

17. Admission of Girls outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

18. In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the Admissions secretary. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above).

# St. Robert of Newminster Catholic School

This admissions policy has been formally adopted by the governing body of St Robert of Newminster Catholic School and Sixth Form College, Washington. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The governing body welcomes applications from all children. The Published Admission Number (PAN) for the school is 210 and the governing body intends to admit up to 210 pupils to Year 7 in September 2017. This number will apply to Years 7 to 11. Separate arrangements are made for admission to Year 12 and are available from the school. Parents are asked to note that admission to any of Years 7 to 11 is no guarantee of entry into Year 12 (sixth form).

In determining admissions the Governors seek to preserve the religious character of this Roman Catholic voluntary aided school.

The Admissions Policy Criteria will be applied on an equal preference basis and the governing body will consider ALL applications on an equal preference method.

## **Feeder schools**

Our Lady Queen of Peace RC VA Primary School  
St Bede's Roman Catholic Primary School  
St John Boste RC Primary School  
St Joseph's RC Primary School Washington  
St Michael's RC Voluntary Aided Primary School

Parishes served by the school

St Robert of Newminster Catholic School and Sixth Form College, Washington serves the parishes of:

St. John XXIII, Washington/Penshaw  
St. Mary's, Easington Lane  
St. Michael's, Houghton-le-Spring

## **Catchment Area**

The Catchment area for St Robert of Newminster School is clearly defined by the boundaries of the parishes served by the feeder schools. A map of the boundaries is available for inspection at the school on request.

### **Children with an Education, Health and Care plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### **Over Subscription Criteria**

Where there are insufficient places available to meet all parental preferences, priority for admission will be given to those children who meet the criteria set out below, in order:

- a) Catholic looked after and previously looked after children.
- b) Catholic children resident in the catchment area, who are attending a feeder primary.
- c) Catholic children who are not attending a feeder primary school but are resident in the catchment area.
- d) Other Catholic children.
- e) Other looked after and previously looked after children.
- f) Children of other Christian denominations, who have a brother or sister in Years 7 to 11 attending the school at the time of admission.
- g) Children of other Faiths, who have a brother or sister in Years 7 to 11 attending the school at the time of admission.
- h) Other children, who have a brother or sister in Years 7 to 11 attending the school at the time of admission.
- i) Children of other Christian denominations, who do not have a brother or sister at the school at the time of admission.
- j) Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.
- k) Children of other Faiths, who do not have a brother or sister at the school at the time of admission.
- l) Other children attending a feeder primary.
- m) Other children.

### **Application Information**

Applications must be made on the Sunderland City Council's common application form (CAF). All forms must be returned by the closing date set by Sunderland City Council with all appropriate supporting evidence.

Places will then be allocated by strict application of the above criteria, with no reference to the date of application (but please see "Late Applications" listed below).

Parents will be notified by the Local Authority as to whether or not their child has been allocated a place on 1st March 2017.

Please note: This policy should be read in conjunction with Sunderland City Council's School Admission Guide for Parents which can be found at [www.sunderland.gov.uk](http://www.sunderland.gov.uk) or by telephoning Tel: 0191 520 5553

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals

### **Home Address**

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

### **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. A School Transfer Application Form should be completed and forwarded to the School Admissions Team at Sandhill Centre, Grindon Lane, Sunderland SR3 4EN. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, places will be offered on the basis of distance from the centre of the home address to the main pedestrian entrance of the school building with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using the Local Authority's geographical information system (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

### **Waiting Lists**

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the oversubscription criteria which will be maintained until 31st December 2017.

### **Definition of Catholic: categories (a) – (e)**

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a

certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

**Definition of a Looked After Child: categories (a) and (f)**

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 (see the definition in section 22 (1) of the Children Act 1989):

An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians.

A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

**Definition of Other Christian Denominations: categories (g) and (j)**

Children of other Christian denominations means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

**Children of Other Faiths: categories (h) and (l)**

If applicants are seeking admission under categories (h) or (l), they must provide a letter of support to confirm their faith membership from their minister or faith leader, or suitable equivalent.

**Definition of Sibling (brother/sister): categories (g) - (i)**

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling or step sibling where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Definition of School Staff: category (j)**

A member of school staff includes all school staff who are under the direct employment of the governing body of St Robert of Newminster Catholic School and Sixth Form College, Washington

Chair of Governors: Fr A Cornforth

# The Venerable Bede Church of England Academy

The Academy Trust will be the Admission Authority for this academy.

The Academy Trust intends to admit up to 180 students into year 7 in September 2017.

We believe that our academy is inclusive and all children are welcome. We are a neighbourhood academy; open to all.

Although we are a Church of England academy with a distinct Christian ethos, you do not need to be baptised or be a practising Christian to apply for a place.

'Christian values and practices underpin every aspect of school life but faith is never forced'  
Quote from SIAS inspection March 2012

All children who apply will be offered a place unless the academy is oversubscribed.

## **Application Process**

Applications must be made online via the City of Sunderland website or, alternatively on the Local Authority Common Application Form (CAF) and returned to the Local Authority.

If the academy is oversubscribed, then the following priorities will apply:

### **1) Children in care/adopted children**

(Looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted).

We will admit children who are looked after by a Local Authority in accordance with section 22 of the Children's Act 1989(b) at the time of the application for admission to the school is made. The Local Authority must provide written confirmation that the child will still be looked after at the time of admission to the school. We will also admit children who are adopted.

### **2) Siblings**

We will admit children who will have an older sibling in the school at the time they join.

We define the term sibling to mean an older brother/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.

**3) Attendance in key stage 2 (aged 7 – 10+) at a designated cluster junior or primary school.**

**4) Distance**

The shortest safe walking distance from the school will be used to determine the order of admission. This distance will be measured from the centre of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system. This includes provision for cases where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

**Notes**

- i. Where an application is found to contain false information the Governing Body reserve the right to withdraw their offer of a place.

RIGHT OF APPEAL: if you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further details are available from Mr David Airey, Head of School.

**Secondary School Transfer Process**

If your child is already of secondary school age and you want them to transfer to Venerable Bede Academy, the following procedure will be followed:

1. Parents/carers of the child should make an application to Venerable Bede Academy using the agreed applications procedure.
2. Upon receiving an application for admittance to the academy, an initial meeting will be set up with the appropriate member of the academy's senior leadership team. At this meeting a decision will be made to determine whether the Managed Move Protocol should be followed to support the student's transition from their current secondary school. It should be noted however that the Managed Move Protocol can only be considered where students are transferring between Sunderland schools.

# Appeals Process

**Please note that this does not apply to children with a statement of SEN or Education, Health and Care Plan. Appeals for these children are dealt with by the SEN and Disability Tribunal.**

## **25. If my child is not offered a place at any of my preferred schools/academies, can I appeal?**

**Yes** – If your child is not offered a place at any of your preferred schools/academies, you have the right to appeal against this decision to an independent appeal panel.

## **26. How do I do this?**

If it has not been possible to offer a place at your preferred Community school(s), information would have been included with your letter from the School Admissions Team. If you wish to appeal against this decision you would need to request a form from the Schools Admissions Team. You will then need to complete the form, outlining your reasons, and return it to the Clerk to the School Admission Appeals Panel of the City Council.

If your preferred school(s) is a Voluntary Aided school, Free School or Academy, your letter from the School Admissions Team would have explained that you need to contact the school/academy directly to obtain information about the appeal process.

If your preferred school is outside of the City of Sunderland, your letter from the School Admissions Team would have explained that you need to contact the LA where the school is situated directly to obtain information about the appeals process.

## **27. What happens next?**

Appeal hearings are usually held between May and July but may still be held up to and during the summer holidays. You should complete and return your appeal form as soon as possible, so that an appeal hearing can be arranged.

You will be notified of the date of the appeal hearing at least 2 weeks prior to that date. A week before the hearing is due to take place, you will receive a copy of the LA's statement of case. This will explain why it was not possible to offer your child a place at the school and the implications of more children being admitted above the admission number.

If you are appealing for a place in a Voluntary Aided school, Free School or Academy, you will receive a copy of the statement of case for the school or Academy.

## **28. What happens at the appeal hearing?**

The appeal hearings for all Community schools and most Aided schools and Academies are held in the Civic Centre and you will be invited to attend. Although there is a process to follow for the appeal hearing, the panel members do try to keep the meeting as informal as possible. It is possible to bring along a friend to support you.

The panel members are trained volunteers and are completely independent of Children's Services, the City Council and schools.

As the decision that is made by the panel members is final, it is very important that you take this opportunity to put forward your reasons for wanting a place in this school/academy.

The panel will consider the LA's/school's/academy's case against your reasons and make a decision. You will be notified of the panel's decision in writing within five working days of the hearing.

## **29. What if my appeal is successful?**

If your appeal is upheld (successful) then you have secured a place in the school/academy for your child. Your child's details will be forwarded to the school/academy and they will be included in any visits, etc.

If you have accepted a place in any other school/academy (e.g. second or third preference school), then the offer of this place will be cancelled. Your child's name will be removed from this school/academy's list.

## **30. What if my appeal is unsuccessful?**

If your appeal is dismissed (unsuccessful), this decision is final. Your child will remain on the waiting list in case any vacancies arise.

It is only possible to have one appeal for the same school/academy within the same year group, unless there is a significant change in circumstances.

The School Admissions Team will continue to encourage you to consider other schools/academies for your child, while still remaining on the waiting list for your preferred school/academy.

## **31. What can I do if I'm unhappy about the Panel's Decision?**

There is no further appeal. The letter that you receive explaining the decision of the Appeal Panel will inform you about the limited options that are available.

There is no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but has a limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of an admission appeals panel. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than complaints where you simply feel that the wrong decision has been made.

# General School Related Issues

## **32. My child has got a place in a school/academy, what happens next?**

Once you have been offered and accepted a place in a school/academy, you will receive no further correspondence from the LA. You will receive information from the school/academy about visits, uniform, etc. This will happen during the summer term. Your child will be invited to attend the school/academy for a visit and you will receive information about tutorial groups, start and finish times, term dates, etc.

## **33. Will I be able to get any help towards the cost of the uniform?**

Provision of a grant towards the cost of a school uniform is no longer available from Sunderland LA. School governing bodies and Academy Trust Boards now determine the uniform policy of each individual school/academy.

## **34. I am on a low income, will I be able to get help towards the cost of school dinners?**

In England children whose parents receive the following support payments are entitled to receive free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

The following benefits do not entitle you to free school meals:

- Contribution-based Jobseeker's Allowance
- Working Tax Credit
- Foster Allowance
- Council Tax Benefit
- Incapacity Benefit
- ESA (contribution based)

### **How can I apply for Free School Meals?**

Application forms are available from most schools and you can apply online at:  
<http://www.sunderland.gov.uk/index.aspx?articleid=685>

### **Frequently Asked Questions**

**Q) My children all go to different schools - should I fill a separate application form for Free School Meals for each child?**

A) No - please put all your children on the same form even if they go to different schools

**Q) How often do I have to apply?**

A) You should apply when you first require Free School Meals. Your eligibility will be reviewed periodically and you will be contacted if eligibility could not be confirmed.

**Q) How will the school know my child does not have to pay for school meals?**

A) The schools concerned will be notified directly by Children's Services that your child/children can have a school meal free of charge. Each school makes its own arrangements for notifying the dinner service staff about who is to receive a school meal free of charge.

**Q) What if my circumstances change?**

A) You should notify Children's Services or the school as soon as possible to tell us of any changes, for example:

- If you start work and come off benefit
- If you change your address or name
- If your child changes school
- If your child moves address, and is no longer living with you

**Q) From what date would Free School Meals be awarded?**

A) Unfortunately current regulations do not allow Free School Meals to be back-dated. Therefore any claim will be awarded from the date the application form is received by the Local Authority providing eligibility can be confirmed at that point in time.

**Q) I receive Working Tax Credit would I be entitled to Free School Meals?**

A) No. However, you may be entitled for four weeks after you stop qualifying for Working Tax Credits this is known as Working Tax Credit Run-On period

**Q) What will happen when Universal Credit is introduced?**

A) Children's Services will still be able to confirm your eligibility to Free School Meals however, we are unable to confirm what eligibility criteria will be used.

For more information on Free School Meals entitlement please contact Children's Services - Free School Meals. Tel: 0191 561 1417 or email: [freeschoolmeals@sunderland.gov.uk](mailto:freeschoolmeals@sunderland.gov.uk)

**35. I am on a low income, will I qualify for any help towards the cost of my child travelling to school?**

If you qualify for free school meals (see previous page) or are in receipt of the maximum level of Working Tax Credit, your child will be provided with free home to school transport if the school they attend is one of the three nearest to their ordinary place of residence; and that school is more than two miles but below six miles from their ordinary place of residence.

If you think that your child would qualify, please contact the School Transport Team on (0191) 561 2284 for more information.

**36. I would like my child to attend a school on the grounds of my religion or belief. Would I be entitled to any help towards the cost?**

If you qualify for free school meals (see previous page) or are in receipt of the maximum level of Working Tax Credit, your child will be provided with free home to school transport if the school they attend is their nearest suitable school preferred on the grounds of religion or belief where their home address is more than two miles but not more than 15 miles from that school.

If you think that your child would qualify, please contact the School Transport Team on (0191) 561 2284 for more information.

### **37. My child uses the bus to get to school, do they need a bus pass?**

If your child uses a bus or the metro to get to and from school, it is advisable that they have a Pop Card which shows that they only pay the concessionary child fare. If your child lives within Tyne & Wear, you should contact NEXUS for more information on (0191) 202 0747 or [www.nexus.org.uk](http://www.nexus.org.uk)

### **38. What is the Local Authority's Fair Access Protocol?**

The Admissions Code requires each Local Authority to agree and operate a Fair Access Protocol. This is a local agreement amongst all schools and academies and operates outside the normal admission rounds. The aim is to ensure that children without school places and in particular vulnerable children, looked-after children, children with challenging behaviour or those who have been permanently excluded and children who have been out of school for considerable periods of time are offered a place at a suitable school as quickly as possible. In certain circumstances, the Protocol allows a child to be admitted to a school even if the year group is already full.

### **39. What happens with in-year (casual) admissions?**

The School Admissions Team co-ordinates the transfer process on behalf of all secondary schools and academies within Sunderland Local Authority.

An application form must be completed by parent/carer, in order to apply to transfer schools and returned to the School Admissions Team. Applications forms are available from schools, the School Admissions Team and the council's website [www.sunderland.gov.uk/index.aspx?articleid=1816](http://www.sunderland.gov.uk/index.aspx?articleid=1816)

This application form **MUST ONLY** be completed for places at Sunderland schools.

If the pupil is currently attending a Sunderland school, the Headteacher of their current school **MUST** countersign the application form. This means that schools will always be aware of any transfer requests. The application will not be processed unless that has happened.

If the current school is within Sunderland Local Authority, a pupil profile will automatically be completed whenever a transfer is counter signed. This will provide information about attendance; exclusions; SEN; involvement with agencies; KS4 courses; etc.

A copy of the application form and pupil profile will be forwarded to the relevant school(s) for consideration. The Local Authority will require the school to confirm whether there is a vacancy in the relevant year group and whether it will be possible to offer a place.

If the application is for a Voluntary Aided school, Free school or academy, the School Admissions Team will write on behalf of the governing body/Trust Board.

If there is a vacancy in the year group, the School Admissions Team will write to the parent/carer

to offer this place. Parents/carers must accept or decline this place in writing and a form will be provided. If the year group is full, a letter will be sent to parent/carer, which will explain their right of appeal to an independent panel.

# Admissions Statistics for 2016/2017

## Secondary Community School place allocations for September 2016

| School     | Number of applications received | PAN | Looked After Children | Cluster Primary | Sibling Link | Medical | Distance | Statement of SEN | Total Places Allocated |
|------------|---------------------------------|-----|-----------------------|-----------------|--------------|---------|----------|------------------|------------------------|
| Hetton     | 158                             | 180 | 1                     | 94              | 3            | 0       | 6        | 0                | 104                    |
| Thornhill  | 263                             | 210 | 0                     | 129             | 1            | 0       | 6        | 0                | 136                    |
| Washington | 244                             | 180 | 1                     | 107             | 2            | 0       | 20       | 0                | 130                    |

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2016.

**Aided Secondary School and Academy allocations for September 2016**

| School                               | Number of applications received | PAN | Category 1 | Category 2 | Category 3 | Category 4 | Category 5 | Category 6 | Category 7 | Category 8 | Category 9 | Category 10 | Category 11 | Category 12 | Category 13 | Category 14 | SEN | Total Places Allocated |
|--------------------------------------|---------------------------------|-----|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-----|------------------------|
| Academy 360                          | 158                             | 120 | 1          | 39         | 1          | 0          | 14         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 104                    |
| Biddick Academy                      | 517                             | 210 | 3          | 188        | 11         | 0          | 8          | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 220                    |
| Castle View Enterprise Academy       | 262                             | 180 | 1          | 144        | 5          | 0          | 28         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 178                    |
| Farringdon Community Academy         | 262                             | 180 | 0          | 114        | 3          | 0          | 22         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 139                    |
| Kepier Academy                       | 275                             | 230 | 0          | 15         | 167        | 2          | 0          | 15         | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 199                    |
| Monkwearmouth Academy                | 279                             | 210 | 0          | 166        | 1          | 0          | 11         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 178                    |
| Oxclose Academy                      | 411                             | 210 | 2          | 164        | 12         | 0          | 39         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 217                    |
| Red House Academy                    | 188                             | 120 | 0          | 109        | 2          | 0          | 9          | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 120                    |
| Sandhill View Academy                | 255                             | 180 | 0          | 118        | 12         | 0          | 15         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 149                    |
| Southmoor Academy                    | 382                             | 210 | 0          | 142        | 16         | 0          | 52         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 210                    |
| St Aidan's RC Academy                | 219                             | 210 |            |            |            |            |            |            |            |            |            |             |             |             |             |             |     | 148                    |
| St Anthony's Girls' Catholic Academy | 381                             | 210 |            |            |            |            |            |            |            |            |            |             |             |             |             |             |     | 209                    |
| St Robert of Newminster RC           | 551                             | 210 | 1          | 115        | 71         | 8          | 5          | 0          | 5          | 2          | 2          | 1           | 0           | 0           | 0           | 0           | 0   | 216                    |
| Venerable Bede CE Academy            | 317                             | 180 | 4          | 41         | 101        | 36         | -          | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 182                    |

Please note that the 'Total Places Allocated' at Academy 360 includes 50 pupils currently on roll in Y6 at Academy 360 that will automatically transfer to Y7.

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2016.

Please note that the admission criteria for September 2017 may be different to the admission criteria for September 2016, therefore this is only offered as a guide to show whether schools were oversubscribed. If the governing body of a school was able to offer places for all applications, it was not necessary to consider them against the admission criteria. Therefore figures may not be included for these schools.

### Admission Appeals for September 2016

| School         | Number of appeals lodged by parents | Number of appeals heard | Number of successful appeals | Number of appeals dismissed |
|----------------|-------------------------------------|-------------------------|------------------------------|-----------------------------|
| Biddick        | 29                                  | 22                      | 9                            | 13                          |
| Oxclose        | 20                                  | 11                      | 11                           | 0                           |
| Southmoor      | 3                                   | 3                       | 3                            | 0                           |
| St Roberts     | 27                                  | 21                      | 4                            | 17                          |
| Venerable Bede | 7                                   | 7                       | 7                            | 0                           |

# Admissions Statistics for 2015/2016

## Secondary Community School place allocations for September 2015

| School        | Number of applications received | PAN | Looked After Children | Cluster Primary | Sibling Link | Medical | Distance | Statement of SEN | Total Places Allocated |
|---------------|---------------------------------|-----|-----------------------|-----------------|--------------|---------|----------|------------------|------------------------|
| Hetton        | 163                             | 180 | 0                     | 89              | 0            | 0       | 20       | 0                | 109                    |
| Sandhill View | 226                             | 180 | 0                     | 121             | 6            | 0       | 17       | 1                | 145                    |
| Thornhill     | 224                             | 210 | 0                     | 94              | 0            | 0       | 12       | 0                | 106                    |
| Washington    | 211                             | 210 | 0                     | 77              | 2            | 0       | 14       | 0                | 93                     |

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2015.

**Aided Secondary School and Academy allocations for September 2015**

| School                               | Number of applications received | PAN | Category 1 | Category 2 | Category 3 | Category 4 | Category 5 | Category 6 | Category 7 | Category 8 | Category 9 | Category 10 | Category 11 | Category 12 | Category 13 | Category 14 | SEN | Total Places Allocated |
|--------------------------------------|---------------------------------|-----|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-----|------------------------|
| Academy 360                          | 143                             | 120 | 0          | 83         | 1          | 0          | 11         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 1   | 96                     |
| Biddick Academy                      | 512                             | 210 | 4          | 178        | 9          | 0          | 20         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 3   | 214                    |
| Castle View Enterprise Academy       | 231                             | 180 | 2          | 141        | 0          | 0          | 17         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 160                    |
| Farrington Community Academy         | 150                             | 180 | 0          | 111        | 9          | 0          | 28         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 2   | 150                    |
| Kepier Academy                       | 274                             | 230 | 1          | 18         | 148        | 4          | 0          | 8          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 179                    |
| Monkwearmouth Academy                | 242                             | 180 | 2          | 135        | 1          | 0          | 11         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 149                    |
| Oxclose Academy                      | 378                             | 210 | 4          | 163        | 12         | 0          | 30         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 209                    |
| Red House Academy                    | 188                             | 120 | 0          | 109        | 2          | 0          | 9          | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 120                    |
| Southmoor Academy                    | 385                             | 210 | 4          | 137        | 23         | 0          | 50         | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 214                    |
| St Aidan's RC Academy                | 315                             | 180 | 0          | 99         | 1          | 36         | 11         | 33         | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 187                    |
| St Anthony's Girls' Catholic Academy | 361                             | 210 | 0          | 101        | 7          | 13         | 1          | 10         | 5          | 8          | 31         | 10          | 16          | -           | -           | -           | 0   | 212                    |
| St Robert of Newminster RC           | 506                             | 210 | 2          | 121        | 55         | 8          | 6          | 2          | 10         | 1          | 0          | 5           | 0           | 0           | 0           | 0           | 0   | 226                    |
| Venerable Bede CE Academy            | 316                             | 180 | 3          | 41         | 103        | 33         | -          | -          | -          | -          | -          | -           | -           | -           | -           | -           | 0   | 180                    |

Please note that the 'Total Places Allocated' at Academy 360 includes 41 pupils currently on roll in Y6 at Academy 360 that will automatically transfer to Y7.

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2015.

Please note that the admission criteria for September 2015 may be different to the admission criteria for September 2013, therefore this is only offered as a guide to show whether schools were oversubscribed. If the governing body of a school was able to offer places for all applications, it was not necessary to consider them against the admission criteria. Therefore figures may not be included for these schools.

### Admission Appeals for September 2015

| School         | Number of appeals lodged by parents | Number of appeals heard | Number of successful appeals | Number of appeals dismissed |
|----------------|-------------------------------------|-------------------------|------------------------------|-----------------------------|
| Biddick        | 11                                  | 8 (2 pending)           | 8                            | 0                           |
| Grindon Hall   | 4                                   | 4                       | 0                            | 4                           |
| Southmoor      | 11                                  | 11                      | 11                           | 0                           |
| St Aidans      | 16                                  | 16                      | 16                           | 0                           |
| St Anthony's   | 3                                   | 2                       | 2                            | 0                           |
| St Roberts     | 25                                  | 18 (2 pending)          | 18                           | 0                           |
| Venerable Bede | 3                                   | 3                       | 3                            | 0                           |



