

Admission to Primary Schools

Information for parents
2025–2026

Apply online at: www.sunderland.gov.uk/admissionsonline

Closing date: 15 January 2025

**Sunderland
City Council**

together for
children
SUNDERLAND

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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 an Education, Health and Care Plan, the Plan will have identified the type of 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.

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 Information, Advice & Support Service, 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 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 Information, Advice & Support Service, 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. The Local Authority (LA) provides places at all Community and Voluntary Controlled schools and is there to help parents understand and be successful in the process.

This booklet provides important information about your child starting their first school and the transfer of your child from infant to junior school. There is also a copy of the timetable for the process, which you may find useful to refer to (page 9).

The information provided was correct at the time of publication, but there may be changes affecting arrangements before and during the 2025–2026 school year.

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

Sunderland City Council School Admissions Team

Tel: 0191 520 5553

Email: school.admissions@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.

General Data Protection Regulation and Data Protection Act 2018

Sunderland City Council takes the security of your personal information seriously. We have internal policies and technological and organisational measures in place to ensure that your data is processed in line with the requirements of the General Data Protection Regulation and Data Protection Act 2018. To find out how we process and use your information, please review our Privacy Notice at <https://www.sunderland.gov.uk/article/15536/Privacy-notices>

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.

Admission criteria – The conditions of admission agreed by the School Admissions Forum (in the case of community and voluntary controlled 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 Christ's College).

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.

Infant school – a school for children aged 4+ - 6+.

Junior school – a school for children aged 7+ - 10+.

Looked-after child or Cared for child – a child who is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989.

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.

Primary school – a school for children aged 4+ - 10+.

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

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.

Voluntary Controlled school – a school where the LA 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 nursery class attached to an infant/primary school.

DO complete an application even if your child is attending an infant school and your child is due to transfer to a junior 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 City Hall and a receipt will be issued. If you are not given a receipt, please make sure that you ask for one as this is your proof that it has been handed in.

OR

DO email to school.admissions@sunderland.gov.uk or post your application to the School Admissions Team. Please ensure that 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 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 4 for more information.

30 September 2024	Preference period begins and parents should have received their information pack
15 January 2025	Preference period ends - preferences received after this date will be considered after those received on time
16 April 2025	Parents/carers will be able to log into their application to confirm where a place has been offered, if they applied online. 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.
7 May 2025	Acceptance forms should be returned by this date
12 May 2025	First reallocation of places begins
14 May 2025	Appeal forms must be returned by this date
June–July 2025	Appeals held – parents will be notified of the outcome within five working days of the hearing
June–August 2025	Reallocation of places
31 December 2025	Waiting lists cease to operate

What kind of primary schools are there in Sunderland?

There are five different types of primary schools serving approximately 22,000 pupils:

31 Infant/Junior/Primary Community and 1 (Church of England) Voluntary Controlled school

The LA sets the admission criteria and offers places for each community and voluntary controlled school. Each school provides for girls and boys aged 4–11, and children can be admitted regardless of aptitude or ability.

14 Voluntary Aided (Roman Catholic) Primary schools

All of the Voluntary Aided Catholic primary schools are now academies. The governing body or Trust Board for each school sets the admission criteria and allocates places. Each school provides for girls and boys aged 4–11, and children can be admitted regardless of aptitude or ability.

2 Voluntary Aided (Church of England) Primary schools

The governing body sets the admission criteria and allocates places. Each school provides for girls and boys aged 4–11, and children can be admitted regardless of aptitude or ability.

51 Academies (including 16 Voluntary Aided School)

Academy 360 provides for girls and boys aged 4–16. Christ's College provides for girls and boys ages 4–18.

Barnes Infant, Barnwell, Benedict Biscop CE, Bexhill, Burnside Academy Inspires, Diamond Hall Infant, Diamond Hall Junior, Dubmire Primary Academy, East Herrington Primary, Eppleton, Farringdon Primary, Fatfield Academy Inspires, Fulwell Infant, George Washington, Gillas Lane Academy, Hasting Hill, Hetton Lyons, Highfield, Hill View Infant, Hill View Junior, Holley Park, John F Kennedy, New Penshaw, New Silksworth Academy Infant and Junior, Newbottle Primary Academy, Northern Saints CE Academy, Oxclose Primary, Plains Farm, Redby Primary, Ryhope Infant Academy, South Hylton Primary, Springwell Village Primary, Town End and Valley Road Academies provide for girls and boys aged 4–11.

The Trust Boards set the admission criteria and allocate places. All of the academies provide for girls and boys aged 4–11 and admit children regardless of aptitude or ability.

4 Special schools

The LA is responsible for admissions, determined by the individual child's Education, Health and Care Plan. (For more information see page 4)

Additional information about Roman Catholic schools in the Diocese of Hexham & Newcastle can be obtained from:

<https://diocesehn.org.uk>

Diocesan Education Service, St Vincent's Diocesan Offices, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY

education@diocesehn.org.uk

Additional information about the Church of England schools in the Diocese of Durham can be obtained from:

<https://durhamdiocese.org>

Durham Board of Education, Cuthbert House, Stonebridge, Durham DH1 3RY

diocesan.office@durham.anglican.org

Primary published admission numbers for September 2025

School	Address and phone number	Pupil age range	Type of School	PAN 2025
Academy 360	Portsmouth Road, Sunderland SR4 9BA Tel: 300 6506 http://academy360.laidlawschoolstrust.com/	4-16	Academy	60 for Reception 120 for Y7
Albany Village Primary School	Crossgill Washington NE37 1UA Tel: 415 5700 www.albanyvillageprimary.org.uk	3-11	Community	120 for Y7
Barmston Village Primary School	Barmston Centre, Washington NE38 8JA Tel: 417 5945 www.barmston.com	3-11	Community	30
Barnes Infant Academy	Mount Road, Sunderland SR4 7QF Tel: 525 1203 www.barnesinfant.org.uk	3-7	Academy	90
Barnes Junior School	Mount Road, Sunderland SR4 7QF Tel: 553 5968 www.barnesjunior.co.uk	7-11	Community	90
Barnwell Academy	Whitefield Crescent, Houghton-le-Spring DH4 7RT Tel: 584 4440 www.barnwellacademy.co.uk	3-11	Academy	30
Benedict Biscop CE Academy	Marcross Drive, Sunderland SR3 2RE Tel: 594 7033 www.benedictbiscopacademy.co.uk	3-11	Academy	45
Bernard Gilpin Primary School	Hall Lane, Houghton-le-Spring DH5 8DA Tel: 917 2999 www.bernardgilpin.com	4-11	Community	60
Bexhill Academy	Bexhill Road, Sunderland SR5 4PJ Tel: 707 0120 www.bexhill.wiseacademies.co.uk	3-11	Academy	60

School	Address and phone number	Pupil age range	Type of School	PAN 2025
Biddick Primary School	Kirkham, Washington NE38 7HQ Tel: 415 1510 www.biddickprimary.sunderland.sch.uk	3-11	Community	45
Blackfell Primary School	Knoulberry, Washington NE37 1HA Tel: 917 1665 www.blackfell.co.uk	3-11	Community	30
Broadway Junior School	Springwell Road, Sunderland SR4 8NW Tel: 528 3058 www.broadwayjuniorschool.com	7-11	Community	60
Burnside Academy	Brinkburn Crescent, Houghton-le-Spring DH4 5HB Tel: 512 0466 www.burnsideacademy.co.uk	3-11	Academy	30
Castletown Primary School	Grange Road, Sunderland SR5 3EQ Tel: 549 7777 www.castletownprimary.org.uk	3-11	Community	60
Christ's College	Pennywell Road, Sunderland SR4 8PG Tel: 534 4444 www.christscollege.org.uk	4-16	Academy	60 for Reception 90 for Y7
Dame Dorothy Primary School	Dock Street, Sunderland SR6 0EA Tel: 250 5525 www.damedorothy.org.uk	3-11	Community	30
Diamond Hall Infant Academy	Well Street, Sunderland SR4 6JF Tel: 564 0222 www.diamondhallinfantacademy.co.uk	2-7	Academy	30
Diamond Hall Junior Academy	Well Street, Sunderland SR4 6JF Tel: 563 0975 www.diamondhalljuniors.co.uk	7-11	Community	90

School	Address and phone number	Pupil age range	Type of School	PAN 2025
Dubmire Primary Academy	Britannia Terrace, Houghton-le-Spring DH4 6HL Tel: 500 5958 www.dubmire.co.uk	3-11	Academy	60
Easington Lane Primary School	High Street, Houghton-le-Spring DH5 0JT Tel: 517 1700 www.easingtonlanepriamry.org.uk	2-11	Community	45
East Herrington Academy	Balmoral Terrace, Sunderland SR3 3PR Tel: 563 4243 www.ehpa.co.uk	3-11	Academy	60
East Rainton Primary School	School Road, Houghton-le-Spring DH5 9RA Tel: 553 6505 www.eastrainton.org.uk	3-11	Community	20
English Martyrs' RC Primary School	Redcar Road, Sunderland SR5 5AU Tel: 548 8330 www.englishmartyrsunderland.org.uk	3-11	Academy	30
Eppleton Academy Primary School	Church Road, Hetton-le-Hole DH5 9AJ Tel: 517 0006 www.eppletonacademyprimary.co.uk	3-11	Academy	30
Farringdon Academy	Archer Road, Sunderland SR3 3DJ Tel: 522 7673 http://farringdonacademy.co.uk	3-11	Academy	60
Fatfield Academy Inspires	Southcroft, Washington NE38 8RB Tel: 416 6728 www.fatfieldacademy.co.uk	3-11	Academy	30
Fulwell Infant School Academy	Ebdon Lane, Sunderland SR6 8ED Tel: 549 5666 www.fulwellinfant.org.uk	3-7	Academy	90

School	Address and phone number	Pupil age range	Type of School	PAN 2025
Fulwell Junior School	Sea Road, Sunderland SR6 9EE Tel: 549 3333 www.fulwelljunior.co.uk	7-11	Community	90
George Washington Primary School	Well Bank Road, Washington NE37 1NL Tel: 490 6453 www.gwps.org.uk	4-11	Academy	60
Gillas Lane Primary School	Seaton Avenue, Houghton-le-Spring DH5 8EH Tel: 500 5956 www.gillaslaneprimaryschool.co.uk	3-11	Academy	30
Grange Park Primary School	Swan Street, Sunderland SR5 1EA Tel: 549 0707 www.grangeparkprimary.co.uk	3-11	Community	30
Grangetown Primary School	Spelterworks Road, Sunderland SR2 8PX Tel: 814 9820 www.grangetown.sunderland.sch.uk	2-11	Community	45
Grindon Infant School	Gleneagles Road, Sunderland SR4 9QN Tel: 340 1931 http://www.grindoninfantschool.sunderland.sch.uk	2-7	Community	60
Hasting Hill Academy	Tilbury Road, Sunderland SR3 4LY Tel: 707 0121 www.hastinghill.wiseacademies.co.uk	2-11	Academy	30
Hetton Lyons Primary School	Four Lane Ends, Hetton-le-Hole DH5 0AH Tel: 563 4200 www.hettonlyonsprimaryschool.co.uk	4-11	Academy	60
Hetton Primary School	Moorsley Road, Hetton-le-Hole DH5 9ND Tel: 562 3323 www.hettonprimaryschool.co.uk	2-11	Community	30

School	Address and phone number	Pupil age range	Type of School	PAN 2025
Highfield Primary Academy	Fordfield Road, Sunderland SR4 0DA Tel: 553 7655 www.highfieldprimary.org.uk	2-11	Academy	60
Hill View Infant Academy	Helvellyn Road, Sunderland SR2 9JJ Tel: 594 7962 www.hillviewinfant.co.uk	3-7	Academy	120
Hill View Junior Academy	Queen Alexandra Road, Sunderland SR2 9HE Tel: 594 7982 www.hillviewjuniors.co.uk	7-11	Academy	120
Holley Park Academy	Ayton Road South, Washington NE38 0LR Tel: 417 0303 www.holleyparkacademy.co.uk	3-11	Academy	35
Hudson Road Primary School	Villiers Street South, Sunderland SR1 2AH Tel: 514 3434 www.hudsonroad.org.uk	3-11	Community	45
Hylton Castle Primary School	Caithness Road, Sunderland SR5 3RE Tel: 562 3299 www.hyltoncastleprimary.org.uk	3-11	Community	30
John F Kennedy Primary School	Station Road, Washington NE38 7AR Tel: 490 6454 www.jfkprimary.co.uk	3-11	Academy	60
Lambton Primary School	Caradoc Close, Washington NE38 0PL Tel: 481 3993 www.lambtonprimary.co.uk	3-11	Community	30
Marlborough Primary School	Marlborough Road, Washington NE37 3BG Tel: 416 4311 www.marlboroughprimaryschool	2-11	Community	30
Mill Hill Primary School	Doxford Park, Sunderland SR3 2LE Tel: 607 5695 www.millhillprimaryschool.co.uk	4-11	Community	60

School	Address and phone number	Pupil age range	Type of School	PAN 2025
New Penshaw Academy	Langdale Road, Houghton-le-Spring DH4 7HY Tel: 385 4298 www.newpenshawacademy.co.uk	3-11	Academy	30
New Silksworth Academy Infant	Blind Lane, Sunderland SR3 1AS Tel: 500 0015 www.newsilksworthacademy.co.uk	2-7	Academy	70
New Silksworth Academy Junior	Blind Lane, Sunderland SR3 1AS Tel: 500 0015 www.newsilksworthacademy.co.uk	7-11	Academy	70
Newbottle Primary Academy	Houghton Road, Houghton-le-Spring DH4 4EE Tel: 500 5957 www.newbottleprimaryacademy.co.uk	3-11	Academy	60
Northern Saints CE VA School	Rotherham Road, Sunderland SR5 5QL Tel: 917 1685 www.nsprimary.org.uk	4-11	Voluntary Aided	90
Our Lady Queen of Peace RC Primary School	Station Road, Houghton-le-Spring DH4 7JZ Tel: 385 4545 http://olqoprimary.org.uk	3-11	Academy	45
Oxclose Primary Academy	Brancepeth Road, Washington NE38 0LA Tel: 500 8790 www.oxcloseprimary.net	4-11	Academy	30
Plains Farm Academy	Tudor Grove, Sunderland SR3 1SU Tel: 520 3109 http://plainsfarmacademy.co.uk	3-11	Academy	30
Redby Primary Academy	Fulwell Road, Sunderland SR6 9QP Tel: 548 4040 www.redbyprimary.co.uk	3-11	Academy	60

School	Address and phone number	Pupil age range	Type of School	PAN 2025
Richard Avenue Primary School	Hurstwood Road, Sunderland SR4 7LQ Tel: 500 7990 www.richardavenue.co.uk	3-11	Community	60
Rickleton Primary School	Vigo Lane, Washington NE38 9EZ Tel: 415 5050 www.rickletonprimary.co.uk	3-11	Community	60
Ryhope Infant School Academy	Shaftesbury Avenue, Sunderland SR2 0RT Tel: 917 1910 ryhopeinfantschool.org.uk	3-7	Academy	65
Ryhope Junior School	Shaftesbury Avenue, Sunderland SR2 0RT Tel: 917 2969 www.ryhopejuniors.co.uk	7-11	Community	60
Seaburn Dene Primary School	Torver Crescent, Sunderland SR6 8LG Tel: 563 4100 www.seaburndeneprimary.co.uk	3-11	Community	30
Shiney Row Primary	Rear South View, Houghton-le-Spring DH4 4QP Tel: 385 2701 www.shineyrowschool.org.uk	3-11	Community	45
South Hylton Primary School	Union Street, Sunderland SR4 0LS Tel: 536 4180 laidlawschooltrust.co.uk	3-11	Community	30
Southwick Community Primary School	Shakespeare Street, Sunderland SR5 2JX Tel: 500 9554 www.southwickprimary.co.uk	3-11	Community	45
Springwell Village Primary School	Westfield Crescent, Gateshead NE9 7RX Tel: 415 7214 www.springwellvillageprimaryschool.co.uk	3-11	Academy	30

School	Address and phone number	Pupil age range	Type of School	PAN 2025
St Anne's RC Primary School	Hylton Road, Sunderland SR4 9AA Tel: 534 4555 http://stannesrcprimary.org.uk	3-11	Academy	30
St Bede's Catholic Primary School	Hampshire Place, Washington NE37 2NP Tel: 416 5858 http://st.bedes.rcprimary.org.uk	3-11	Academy	30
St Benet's RC Primary School	Fulwell Road, Sunderland SR6 9QU Tel: 549 2020 www.stbenetsschoolsunderland.org.uk	3-11	Academy	45
St Cuthbert's Catholic Primary School	Grindon Lane, Sunderland SR4 8HP Tel: 528 5094 http://www.stcuthbertsprimaryschool.co.uk	3-11	Academy	30
St John Bosco Catholic Primary School	Bradford Avenue, Sunderland SR5 4JW Tel: 536 8090 www.stjohnboscosunderland.org.uk	3-11	Academy	30
St John Boste Catholic Primary School	Castle Road, Washington NE38 0HL Tel: 416 6200 http://www.stjohnbosteprimary.org.uk	3-11	Academy	30
St Joseph's RC Primary School Sunderland	Rutland Street, Sunderland SR4 6HY Tel: 510 8484 www.stjosephssunderland.school	3-11	Academy	30
St Joseph's Catholic Primary School	Village Lane, Washington NE38 7HU Tel: 917 2484 www.washingtonstjosephs.com	3-11	Academy	30
St Leonard's RC Primary School	Tunstall Village Road, Sunderland SR3 2BB Tel: 521 0300 www.stleonardsprimary.org.uk	4-11	Academy	30

School	Address and phone number	Pupil age range	Type of School	PAN 2025
St Mary's Catholic Primary School	Meadowside, Sunderland SR2 7QN Tel: 522 8787 http://smrc.school	3-11	Academy	60
St Michael's Catholic Primary School	Durham Road, Houghton-le-Spring DH5 8NF Tel: 584 0542 http://stmichaelscatholicsschool.co.uk	4-11	Academy	30
St Patrick's RC Primary School	Smith Street, Sunderland SR2 0RQ Tel: 523 5050 www.stpatrickshope.co.uk	4-11	Academy	30
St Paul's CE Controlled Primary School	Waterworks Road, Sunderland SR2 0LW Tel: 521 0055 www.stpaulshope.co.uk	3-11	Voluntary Controlled	45
Thorney Close Primary School	Torquay Road, Sunderland SR3 4BB Tel: 525 0808 www.thorneycloseprimary.org.uk	3-11	Community	40
Town End Academy	Borodin Avenue, Sunderland SR5 4NX Tel: 707 0123 http://townend.wiseacademies.co.uk	2-11	Academy	30
Usworth Colliery Primary School	Manor Road, Washington NE37 3BL Tel: 417 8888 www.usworthcolliery.co.uk	4-11	Community	60
Valley Road Academy	Corporation Road, Sunderland SR2 8PL Tel: 500 2999 www.valleyroadschool.co.uk	2-11	Academy	60
Wessington Primary School	Lanercost, Washington NE38 7PY Tel: 418 7916 www.wessingtonprimary.org.uk	2-11	Community	30

School	Address and phone number	Pupil age range	Type of School	PAN 2025
Willow Wood Community Primary School	Redcar Road, Sunderland SR5 5AU Tel: 549 1509 www.willowfieldsprimary.co.uk	3-11	Community	30

How to apply for a primary school place

1. At what age should my child start school?

Normally, your child will start school when they are 4 years old (for September 2025 admission, that would be those children born between 1 September 2020 and 31 August 2021).

2. Can my child only start at this time?

Legally children do not have to start school until the term after their 5th birthday. However in Sunderland Local Authority, all children normally start together in September. It is possible to defer your child's admission into Reception until the term after their 5th birthday, but **you must secure a place through the normal process**. It is possible for your child to remain in a nursery until the term after their 5th birthday, but this may not be possible in their current nursery. It may be necessary for your child to move to another nursery setting, if there are no places available.

If your child's 5th birthday is between 1 April and 31 August and they stay in Nursery until they are 5, they will start in Y1 in September 2024 and **not** Reception.

Once you have secured a place for your child in Reception, it is possible for your child to attend part-time. This **must** be discussed with the Headteacher of the school and **agreed** prior to your child starting.

If your child's birthday is in the summer term (i.e. between 1 April & 31 August), it is possible to defer entry into Reception until the following September. For more information, please refer to the following link <https://www.sunderland.gov.uk/article/16687/Request-to-defer-entry-to-Reception-summer-born-children>

Please note that you **must** still complete an application but clearly state your request to defer entry to Reception until September 2026.

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 visit the school and read the school prospectus, before making your decision. The prospectus will have information about the school including its aims, curriculum and achievements.

Ofsted inspection reports can be found via the following link <https://reports.ofsted.gov.uk>

5. Can I visit schools?

Yes. It is possible to visit schools. 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.

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 12–21.

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 page 308–317).

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

The best way is to apply online. Go to www.sunderland.gov.uk/admissionsonline and complete your application. You can do this on a variety of devices including phone, tablet and PC. If you apply online, you will receive an email receipt by return.

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

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 wish to consider. Similarly repeating the name of one school on your application form 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 School or Academy, 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 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 the City of Sunderland will be forwarded to the relevant LA for consideration, in line with their admission policy.

The application form is available by calling 0191 520 5553 or email: school.admissions@sunderland.gov.uk

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 and you will find the online application form. This will be available from **30 September 2024 until 15 January 2025**.

The online facility will enable you to make your application and then submit 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 15 January 2025. However, if you do this, you **must** re-submit your application each time.

When you log onto the online system, you will be need to create a username and password if you have not previously applied. Make a note of your username and password, as you will need to use the online system again, to confirm whether your child has been offered a place.

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.

What are the benefits of applying online?

- Clear, simple step-by-step instructions
- It is quick, safe and secure
- You can apply on a variety of devices including phone, tablet and PC
- 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 16 April 2025 informing you to log back into your online account to find out whether your child has been offered a place.

10. 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 an attached nursery class 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 nursery or school, or directly to the School Admissions Team at the address on the form. It is the responsibility of parents to ensure that the application is received at the school or by the School Admissions Team. Please do not leave this responsibility with your child.

The preference period lasts for 15 weeks, from 30 September 2024 to 15 January 2025. Therefore your application needs to be returned to either your child's current school or to the Schools Admissions Team at the address on the form, by **15 January 2025**. The School Admissions Team will only receipt your application, if it has been received by post. Therefore if you apply online or hand-deliver your application form to your child's current school, your application will not be acknowledged by the School Admissions Team. You must ensure that you get a receipt when you hand in your form, as this is your proof of it being received.

If your application is received after 15 January 2025 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 16 January 2024 and 3 March 2025) 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' or 'cared for' child. Please note that the genuine reason must be explained on the application if you would like your application to be considered as such.

If your application is received or an existing application is changed after 3 March 2025, it will be considered after all others 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 already have an older child or children attending the preferred school.

Schools and Academies in Sunderland use distance between a child's home address and the school(s) they are applying for a place at when allocating places at schools that are oversubscribed. Therefore the address you provide as part of your application **must** be your child's permanent home address. If you change your address after submitting your application, you **must** inform the School Admissions Team at Sunderland City Council as soon as possible as this could affect your application. It is only possible to consider the address where you are living during the application period. Should your address change during the preference period and the School Admissions Team are not informed, this could result in an offer of a school place being withdrawn if inaccurate information is used to allocate the place.

If you change address after you have submitted your application, the School Admissions Team must be notified. If this notification is received before 3 March 2025, it will be considered during the allocation process.

11. 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 childminders or other family members who may help with childcare cannot be considered. **The LA and/or individual governing bodies 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. If more than one application is received for a child, parents/carers will be asked to clarify which application needs to be considered. If this is not resolved before the closing date, the applications will not be considered and your child may not be allocated a place.

In respect of admissions for September 2025, Sunderland LA will operate an 'equal preference' system. All Community, Voluntary Aided and Voluntary Controlled 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. we receive more applications than places available.

The law requires there are no Key Stage 1 (5–7 years) classes with more than 30 pupils.

Please think very carefully about which school(s) you wish to apply to.

If you are considering applying for a place in an Aided 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 3909 or 433 2756
South Tyneside	0191 424 7704

12. What happens after I have submitted my application?

If you complete a paper application, you should return it either to your child's current nursery (if this is a LA nursery), current infant school in respect of junior applications or to the School Admissions Team.

After the end of the preference period (15 January 2025), all applications that have been received will be considered.

All applications that have been received for Voluntary Aided 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 can be found from page 33 onwards).

Any applications from 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 or 3rd school, a place would only be offered at the 2nd preference school
- If it is not possible to offer a place at any of the schools on the application, a place will be offered at the nearest school with a vacancy. 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). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

13. What happens if I want to change the school that I have applied for?

Once your application has been submitted, it is possible to change the school/academy that you would like to apply to during the preference period. Therefore until 15 January 2025, it is possible to change the school.

However after that date and until 3 March 2025, it is only possible to change the preferred school for a genuine reason, e.g. family have moved address and the original school is no longer appropriate. If the change is received after 15 January 2025 and is not for a genuine reason, it will mean that your application will be 'late' and considered after all of the applications received 'on time'.

14. When will I know whether my child has a place?

If you made a paper application, letters will be posted second class on 16 April 2025. If you apply online you will find out about your school place quicker via your online account on 16 April 2025.

If it has not been possible to offer a place at any of the schools on your application, a letter will be sent to you with the following information, where necessary:

- 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 decision to refuse a place at any other nominated school;

- Contact details for the Voluntary Aided schools and Academies and/or other LA(s) where a place has not been offered, in case you wish to lodge an appeal.

15. 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.

16. 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 31 December 2025, in case any vacancies arise.

17. 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.

18. What happens if I do not complete an application ?

If an application for a primary 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.

19. 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.

20. My child attends the nursery class, does this guarantee a place in the infant/primary school?

No – you must complete an application, even if your child attends the nursery class. There is no guarantee of a place in the infant/primary school, as attendance in a nursery is not part of the admission criteria.

21. My child attends an infant school, does this guarantee a place at the junior school?

No – you must complete an application, even if your child attends the infant school. Although attendance at the feeder infant school is one of the higher criterion, there is no guarantee of a place in the junior school.

22. Which is the named feeder infant school for each junior school?

Barnes Infant Academy – Barnes Junior

Diamond Hall Infant Academy – Diamond Hall Junior Academy

Fulwell Infant School Academy – Fulwell Junior

Grindon Infant – Broadway Junior

Hill View Infant Academy – Hill View Junior Academy

New Silksworth Academy Infant – New Silksworth Academy Junior

Ryhope Infant Academy – Ryhope Junior

23. 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 contract details for neighbouring LAs are outlined on page 27. You must still complete a Sunderland application and include all schools that you would like to apply for a place at.

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

No – the governing body of each Voluntary Aided school and Academy is responsible for their own admission policy and criteria. If you are considering applying for a place in an Aided school, or Academy for your child, you should consult their criteria outlined on pages 33–296.

Admissions criteria for Community & Voluntary Controlled Junior & Primary Schools

The LA is responsible for the admission criteria for all Community and Voluntary Controlled 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.

The admission criteria for Community and Voluntary Controlled schools is as follows:

- (i) **'Cared for' or 'Looked-after' child** – a child that is 'looked-after' by a Local Authority, in accordance with Section 22 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 arrangement order, residence order or special guardianship order) and 'Cared for' or 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- (ii) **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 or the junior school for which the preferred school is the feeder infant school, at the time of admission.
- (iii) **Attendance in Key Stage 1 (age 4-6+) at the named feeder infant school.** (This applies to Infant-Junior transfers only).
- (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).

This uses Ordnance Survey maps and Local Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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

It will be possible for Infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel.

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 (and are outlined on pages 297–299) but are also available from www.sunderland.gov.uk/school-appeals

Aim High Academy Trust

The Trust Board of Aim High Academy Trust is the Admissions Authority for
Dubmire Primary Academy

Gillas Lane Primary Academy

Newbottle Primary Academy

and adheres to the School Admissions Code (2014). The Trust Board consults on the admission criteria every 7 years even if there are no proposed changes.

The Trust Board intends to admit:

- up to 60 pupils into Reception in September 2025 (Dubmire Primary)
- up to 60 pupils into Reception in September 2025 (Newbottle Primary)
- up to 30 pupils into Reception in September 2025 (Gillas Lane Primary)

The admissions criteria will be applied if the number of applications exceeds the number of places available.

Reception applications must be made on the Common Application Form (available on the Local Authority website) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents should provide supplemental evidence in support of the application where applicable. This will enable the Trust Board to make an informed decision. The Local Authority undertakes the co-ordination of admission arrangements.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered and any lower ranked offers will be disregarded.

Children with an Education, Health and Care Plan naming one of our academies will be admitted.

We will admit applications in accordance with the following criteria in the following order of priority:

1. **Looked-after children** – This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children’s Act 1989 and children who were previously looked after, but ceased to be so, because of adoption (or become subject to a child arrangement order, residence order or special guardianship order). This includes those

children who have been adopted from state care outside of England. Parents are asked to send proof as supplemental information with their application form. School can also request confirmation from the Virtual School that a child is 'looked after'.

2. **Sibling Link** – Children who have a sibling attending the school at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **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 psychological reason for choosing a particular school are unlikely to be accepted as exceptional.
4. **Children of permanent staff** employed by the academy.**
5. **All other children by distance.**

*This is applicable to all permanent staff employed by Aim High Academy Trust as follows:

- a) where the member of staff has been employed by the school/academy for 2 or more years at the time at which the application for admission to the academy is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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 academy with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking route using the Local Authority's (GIS – Geographical Information System). Proof of residency will be sought in the form of a Council Tax Bill and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

Appeals

Parents who are unsuccessful in securing a place for their child at the academy have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Trust Board at the academy address. Appeals are heard by an independent panel. Any decision of the independent appeals panel will be binding on all parties.

Children who do not receive an offer of a Reception place are automatically placed on a waiting list which will be held by the academy indefinitely, in conjunction with the Local Authority. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

Exceptional Circumstances

The academy may be asked to increase its PAN (Planned Admission Number) only where:

- An event/incident occurs in another educational establishment which could not possibly have been planned for, e.g. fire;
- To comply with other agreed protocols, e.g. children in care, fair access, SEN;
- A child moves into an area outside the normal admissions round and no other school/academy would provide suitable education within a reasonable distance of their home;
- An allocations error has occurred, and a place should have been offered;
- Multiple birth siblings would be split and therefore will be offered together;
- Children of armed forces personnel.

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 places available. Applications should be made by contacting the academy direct and a school transfer form must be completed. If a parent requests information from a school regarding places in year groups, this will be responded to within 2 days. Parents will be advised of the outcome of their application within 10 days upon receipt of the transfer form. They will also receive the decision in writing within 15 school days.

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.

Nursery Class Applications

Nursery application forms are available from the academy office. Staff will require evidence of your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the Trust's admission criteria by order of priority. Additional forms of identity may be required to establish eligibility.

Please note that attendance in the Nursery class does not guarantee admission to Reception year group and a separate application form for admission to

Reception year group will have to be made. If the Reception year group at your chosen academy within the Trust is over-subscribed, we will endeavour wherever possible to offer a Reception place at an alternative academy within our Trust.

Academy 360

Aims

This policy aims to:

- Explain how to apply for a place at the Academy;
- Set out the school's arrangements for allocating places to the pupils who apply;
- Explain how to appeal against a decision not to offer your child a place.

Legislation and Statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

Academy 360 is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Academy 360 will comply with all relevant provisions of the statutory codes of practice, including Section 149 of Equalities Act 2010. Reference in the codes to admission authorities shall be deemed to be references to the Trust Board.

Academy 360 will work in accordance with the 'Monitoring Panel'.

Academy 360 will continue to participate in the coordinated admission arrangements operated by Sunderland Local Authority (LA).

Notwithstanding these arrangements, the Secretary of State may direct Academy 360 to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult with Academy 360.

Definitions

The **normal admissions round** is the period during which parents can apply for school places at the school's normal point of entry, using the common application form provided by their regional local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority; or

- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (an order that outlines the arrangements as to the person with whom the child will live), or
- Became subject to a special guardianship order (an order appointing one or more individuals to be the child's special guardian or guardians).

Your child must start full-time education once they reach **compulsory school age**. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year).

How to apply

Applications for places at Academy 360 will be made in accordance with Sunderland LA's coordinated admission arrangements. Applications can be made online (<https://www.sunderland.gov.uk/article/13000/School-admissions>) or can be submitted on a paper form called a Common Application Form (CAF), provided and administered by Sunderland LA.

Academy 360 will publish information about the arrangements for admissions, including oversubscription criteria, and other opportunities for prospective students and their parents to visit the Academy on an annual basis.

Academy 360 will consider all applications for admissions. Please note the following

- It will not be possible to change preferences after the closing date for applications;
- Late applications will be processed after all those received on time;
- Children will be kept on a waiting list for any school ranked higher on their application than the school they have been offered and will be allocated a place if one becomes available.
- Parents will have two weeks to return an acceptance form. If an acceptance form is not received it will be assumed that a place is no longer required.

Requests for admission outside of normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Executive Principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Allocation of places

Arrangements for admission to the primary phase

Academy 360 has agreed the admission number of 60 students for entry into Reception. The admission arrangements for the primary phase age range (4 - 11-year-old) of Academy 360 are subject to any changes approved by the Secretary of State.

Academy 360 has an agreed admission number of 60 pupils per year group. Academy 360 will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received.

The Planned Admission Number (PAN) for the primary phase has been determined to be consistent with the demographic trends locally and so as not to destabilise the current admission in other local primary schools.

Pupils in the primary phase will automatically join Year 7 of Academy 360 and there will be no need to apply for a place for these pupils.

Arrangements for admission to the secondary phase

Academy 360 has agreed the admission number of 120 students for entry into Year 7. The admission arrangements for the secondary phase age range (11-16-year olds) of Academy 360 subject to any changes approved by the Secretary of State are:

The academy has an agreed admission number of 120 pupils. Academy 360 will accordingly admit at least 120 pupils in the relevant age group each year if sufficient applications are received. A total of 120 places are available, with the balance of places available for external applicants dependent on the number automatically moving up from Year 6.

General arrangements for admissions to Academy 360

The general admission arrangements for the primary and secondary phases of Academy 360 subject to any changes approved by the Secretary of State are:

- Pupils will not be admitted above the Published Admission Number (PAN) unless exceptional circumstances apply;
- Where there are more applications for admission than places available, oversubscription rules will be used to determine which children will be allocated places, after children with Statements of Special Educational needs, where the statement names a specific school and places will be offered to applicants ranked highest;
- Looked After Children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted before the closing date.

Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the Academy.
2. Priority will next be given to children on the basis of exceptional social or medical need. The Academy defines Exceptional social and medical need as a need to attend a specific Academy/school based on exception need. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social worker;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way. The school requires supporting evidence from a doctor, psychologist or other professional involved with the child. The evidence must relate specifically to the school for which the application is being made and must clearly demonstrate why it is the only school that can meet the child's needs and explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted before the closing date. If the required evidence is not provided, the Admissions Authority will be unable to consider giving the child higher priority.

3. Priority will next be given to children who attend named feeder schools. Our named feeder schools are Highfield Academy and South Hylton Primary Academy.
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the academy will operate a waiting list.

Where in any year Academy 360 receives more applications for places than there are places available, a waiting list will operate until 31 December for reception and Year 7 applications and until the end of each term for all other year groups (reception and Year 7 applications will also run until the end of each term from 1 January).

This will be maintained by Academy 360 and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. At the end of each term the waiting list will be closed and pupils will be removed from the waiting list. Parents/carers can re-apply through Sunderland LA if they still require a place at Academy 360 for their child.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6 of this policy. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants.

Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Portsmouth Road. This is completed using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates. This is an objective measurement, which does not consider factors such as the safety of routes or the needs for some families to take other children to a different school or schools.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child may be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

You have the right to appeal against the decision of the admission authority. The admissions authority for Academy 360 is Laidlaw School Trust.

If you wish to appeal, you must set out the grounds for your appeal in writing and send it to Executive Principal's PA, Academy 360, Portsmouth Road, Sunderland, SR4 9BA.

Lodging appeal date deadlines 2023

Point of Entry	Admission Type	Offer Date	Appeal Deadline
Reception	Normal Admission Round	16 April	17 May
	Late Application	04 June	09 July
Year 7	Normal Admission Round	01 March	02 April
	Late Application	07 May	16 June
In year (all entry points)	In year	Dependent upon date of receipt of application	20 School days from the date of the unsuccessful application notification

Please note: Academy 360 does not provide help with appeals.

When will an appeal be heard?

The appeals will be heard in private by an Independent Appeal Panel and will be heard within the following timescales;

For applications to Reception and Year 7:

- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals.
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

For applications for in-year admissions:

- Appeals must be heard within 30 school days of the appeal being lodged.
- Notification for the date of and arrangements for the hearing will be issued no later than 10 school days before the hearing date. Parents/carers may waive their right to 10 school days' notice of the hearing.

How will the result of the hearing be published?

The Independent Appeal Panel must communicate the decision of each appeal, including the reasons for that decision, in writing to the appellant, the admission authority and the local authority.

The clerk or chair must sign the decision letter and send it to the parties as

soon as possible after the hearing but not later than five school days, unless there is good reason.

Further details of the Schools admissions appeal code can be found here:
School admissions appeals code - Publications - GOV.UK

Annual procedures for determining admission arrangements

Academy 360 shall consult every 7 years on its proposed admission arrangements unless there are changes to the admission regulations, in which case a consultation will take place. Academy 360 will consult in accordance with the statutory procedure.

Determination and publication of admission arrangements

Following any consultation, Academy 360 will consider comments made by those consulted.

Academy 360 will then determine its admission arrangements by 28 February of the relevant year and, if necessary due to having been a consultation, will notify those consulted on what has been determined.

Monitoring arrangements

This policy will be reviewed and approved by the Governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

Barnes Infant Academy

Introduction

The Board of Barnes Academy Trust is the Admissions Authority for the Academy. This means that a Sub-Committee of the Board considers all admission applications received by the Local Authority, according to the criteria as stated below.

This policy gives regard to the School Standards and Framework Act 1998, as amended by the Education Act 2011, the School Admissions (Admission Arrangements and Coordination of Admissions Arrangements (England) Regulations 2012 and School Admissions Code, December 2014.

Nursery Applications

Nursery Application Forms are available from the school office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the admission criteria by order of priority.

Reception Applications

Applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. To apply online please follow the link below <https://www.sunderland.gov.uk/schools-admissions-infant-junior-primary>

Applications received after the closing date will only be considered after all those received by on time have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the Board to make an informed decision.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered.

Children who have an Education Health Care Plan (EHCP) which names Barnes Infant Academy will be admitted.

The Admissions Policy is applied if the number of applications exceeds the number of places. Barnes Infant Academy will admit 90 applications in accordance with the Admission criteria by order of priority.

Admission Criteria

1. **Looked after children** - A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – 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) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. **Siblings** - Children who have a sibling attending the Academy or Barnes Junior School at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling. Evidence of cohabitation to fulfil this requirement may be requested.
3. **Feeder School** - Children who attend the Nursery Class of the same academy in the previous academic year to that of their application.
4. **Children of Staff** - Children of staff who have been in post for two or more years or have been recruited into a position for which there is a demonstrable skill shortage.
5. **Distance from Academy** - Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) taken to be the address in which the child mainly resides to the main entrance of the Academy (Mount Road) using the Local Authority's computerised measuring system (GIS - GeoInformation System). Those living closer to the school will receive the higher priority.

Where required proof of residency will be sought in the form of a Council Tax Bill, and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

Tie Breaker

If in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used according to criteria in these categories.

Parents who are awarded a place for their child may request that the date their child is admitted to school is deferred until later in the year or subsequent year, for example until the start of the term when the child reaches compulsory school age. Parents can also request that their child takes up the place part time if it is in the interest of the child, until the child is of compulsory school age. In this instance, parents must discuss this with the Head Teacher. Compulsory school age is determined as the term after the child's fifth birthday.

Notes and supplemental information:

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Board will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

Information given by parents which is found to be intentionally fraudulent will result in the offer of a place being withdrawn.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeal process are available in the Trusts Admission Appeal Policy or by writing to the Director of the Board at the Academy address. Appeals are heard by an independent panel.

Children who are unsuccessful in securing a Reception Place in September will remain on a waiting list until 31st December. Should a place still be required in Reception after this date, a School Transfer Application Form must be completed and forwarded to the Academy.

Should a place become available then the admissions criteria will be applied to every child on the waiting list at the time of the vacancy.

Children unsuccessful in securing in-school transfers at the Academy will be placed on a waiting list which will be held by the Academy until 31st August. If you wish for your child to remain on the waiting list after this date, a new School Transfer Application Form is required. This will be the case each academic year. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

Fair Access Protocol within the local authority ensures that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible. This is consulted with schools in the area and agreed upon by the majority. A school place must be allocated within 20 school days from the date the child was agreed to be considered under the Fair Access Protocol.

Barnwell Academy

Introduction

The Trust Board of Barnwell Academy is the Admissions Authority for this Academy.

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the Trust Board to make an informed decision.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered.

Published Admission Number

The Published Admission Number (PAN) for this Academy is 30.

Where a pupil has an Education, Health & Care Plan naming Barnwell Academy, a place will be offered (subject to confirmation by the Local Authority).

The admission criteria within this policy are applied if the number of applications exceeds the number of places.

Admission Criteria

1. **A Looked-after child** – This refers to 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 residence order or special guardianship order) and a **‘Looked-after’ child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Parents are asked to send proof as supplemental information including evidence of an ‘order’ and confirmation from the Virtual School.

2. **A Sibling Link** – A child who has an older brother/sister (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will be attending the preferred school.
3. **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).
4. **A child of permanent staff* employed by the school.**
5. **All other children.**

*This is applicable to all permanent staff employed by Barnwell Primary Academy as follows:

- a) Where the member of staff has been employed by the school/academy for 2 or more years at the time at which the application for admission to the academy is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Tie Breaker

Where there are places for some, but not all applicants within a particular criterion priority will be given to children living closest to the academy. 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 and 3rd 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.

Appeals

Where it is not possible to offer a place, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until 31st December, after the children start school in September.

Parents/carers 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 School Admissions Team and the academy.

Nursery Class Applications

Nursery application forms are available from the academy office. Staff will require evidence of your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the Trust's admission criteria by order of priority. Additional forms of identity may be required to establish eligibility.

Please note that attendance in the Nursery class does not guarantee admission to Reception year group and a separate application form for admission to Reception year group will have to be made.

Benedict Biscop CE Academy

Northern Lights Learning Trust is the Admissions Authority for the school. The Trust has delegated, to a committee of the governing body, authority to consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Trust, the Local Governing Body, the Diocesan Board of Education, all other Admissions Authorities in the area and interested parties and parents through the school web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, February 2021."

Applications in the normal round must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date, will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an informed decision. Applications for in-year admissions must also be made on the School Transfer Application Form (available from the Local Authority) and should be forwarded by the current school for consideration.

The Admission policy is applied if the number of applications exceeds the Published Admission Number (PAN) which is 45 for entry into Reception.

In the first instance, places will be awarded to those pupils with an Education, Health and Care Plan where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (see notes at the end of this policy)
2. Siblings - children who have an older sibling attending the school, at the time of their application. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, (foster brother or sister), or the child of the parent/carer's partner. This applies where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Feeder School- children who attend the Nursery of the same academy in the previous academic year to that of their application.
4. Other children (priority 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).

Tie Breaker: if in any category, there may be more applicants than places available, then 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).

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time

for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Notes and supplemental information:

Looked after child

By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

Shared Parental Responsibility

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. In cases of dispute, or when two applications are submitted, the LA will process the application received from the adult with whom the child is living the majority of the week. If parents fail to agree on preferred schools, and two applications are received for the same child from both parents, then the LA will lead on such issues.

The Admissions Authority may ask for proof of your address. The admissions authority will consider legal action against parents who deliberately give false information, and the offer of a school place may be withdrawn.

Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents, who are unsuccessful in securing a place for their child at the Academy, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Local Governing Body at the Academy address. Appeals are heard by an independent panel.

Children, who are unsuccessful in securing a place at the Academy, will be placed on a waiting list, which will be held by the Local Authority whilst the child is of primary school age unless the parent requests that the name is removed. If a parent would like their child to be added to the waiting list please contact the school.

Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy and evidence sought to support their application.

Bexhill Academy

The Trust Board of WISE Academies will be the Admission Authority for this academy. This means that a committee with delegated powers considers applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Board of Trustees, all other Admissions Authorities in the area and interested parties and parents. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admission Code 2021".

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis whereby all applications are considered at the same time, irrespective of the order of preference. 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.

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents should provide supplemental evidence in support of the application where applicable. The Local Authority undertakes the co-ordination of admission arrangements.

Published Admission Number

The Published Admission Number (PAN) for this Academy is 60.

The Admission criteria within this policy is applied if the number of applications exceeds the number of places.

Admission Criteria

If the academy is oversubscribed (i.e. where the number of applications for admission exceeds the number of places available) the committee of the Trust Board of WISE Academies, as the admissions authority will apply the following criteria in the order set out below:

Children with an Education, Health and Care plan

Children who have an Education, Health and Care (EHC) plan where the academy is named as the most appropriate educational setting for the child will be admitted.

1. Looked after children

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children’s Act 1989(b) and children who were previously looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.

2. Siblings

Children who have a sibling attending Bexhill Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Exceptional medical or psychological reasons

Parents must include a medical or psychological report, prepared by a professional, to confirm information that parent includes in this section. This report should explain why only this academy could meet the 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. It will be for the committee of the Trust Board responsible for admissions to determine whether the evidence is acceptable under this criteria.

4. Feeder School

Children who attend the Nursery Class of Bexhill Academy in the previous academic year to that of their application.

5. Neighbourhood Places

Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child’s home address (including flats) - taken to be the address in which the child mainly resides - to the main entrance of the academy (Bexhill Road entrance) using a geographical information system (GIS). Those living closer to the academy will receive the higher priority.

If required by the Trust Board after the closing date for applications, proof of residency will be sought in the form of a Council Tax Bill, and should be correct at the date of closing for applications . No other means of proving residency will be accepted.

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 academy 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 a 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 academy.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the academy, to be deferred to later in the academic year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the academic year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the academy in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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. Any such request should be made in writing to the Headteacher of the academy. The committee responsible for admissions 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 academy, the committee will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the Reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the Local Authority should include this request. The Local Authority will liaise with the academy, and the committee responsible for deciding upon admissions 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 academy, the committee will take into account the views of the parents and of appropriate medical and education professionals. Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the academy office. 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. If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 31st December each year, in case any vacancies arise

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 academy'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. Applications should be made by contacting the academy office. 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.

Late Applications

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date. Parents are therefore encouraged to ensure that their application is received on time as late applications will be considered after those that had been received by the published deadline.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the academy is oversubscribed and their child is refused a place.

Right of Appeal

Parents will have the right to an independent appeals panel if they are dissatisfied with the outcome of their admission application. Appeals will be carried out in accordance with the Admission Appeals Code. Any decision of the independent appeals panel will be binding on all parties. Appeals should be directed to The Secretary to the Trust, WISE Academies Head Office, Borodin Avenue, Sunderland SR5 4NX or governance@wiseacademies.co.uk

Home address

This must be the address where parents and child normally live and they must be living there on the closing date for receipt of application. Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. Confirmation of address will be required.

In-year Admissions

The academies is able to accept in-year admission applications directly from parents. An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

Local authorities are still required to co-ordinate admission applications in the normal admissions round. In-year applications will be determined by the academy on the basis of this policy.

Nursery Class Applications

Nursery Application Forms are available from the academy office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the academy's admission criteria by order of priority. Additional forms of identity may also be required to establish eligibility.

Important notes to parents:

Evidence of identity

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

False Evidence

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

Incomplete applications

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Trust Board will suspend the application until parents agree. This will mean that if the closing date has passed, the child will not be considered in the admission round and if all places have been allocated then the child will not be given a place and the application may be treated as a late application.

Please note that attendance at the Academy's nursery does not guarantee admission to the reception year group and a separate application for admission to the reception year group will have to be made.

This policy should be read in conjunction with the Local Authority's admission guidance for parents.

Burnside Academy Inspires

Please see page 120 for Inspire Multi Academy Trust admission criteria.

Christ's College

Christ's College operates alongside Sunderland Local Authority and the National Guidelines on Admissions and Appeals. Emmanuel Schools Foundation (ESF) is the Admissions Authority for entry into Christ's College, with day-to-day responsibility delegated to Christ's College's governors, and is responsible directly to the Department for Education for all Admissions and Appeals in line with the Schools Admissions Code and in consultation with Sunderland City Council.

The college 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 the ethos of the school is non-denominational Christian. The college 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 community. This doesn't affect the rights of parents who are not of the Christian Faith to apply for and be considered for a place.

The Published Admission Number for Reception is 60 and for Y7 is 90. Places are offered to prospective Reception and Y7 students at the same time as places are allocated within all other Sunderland schools. Pupils in the primary phase will automatically move into Y7 and there will be no need to apply for a place.

This is co-ordinated with the college and the Local Authority but all queries and appeals are handled by Christ's College directly.

The college will adhere to the statutory requirement to give priority to children with an Education, Health and Care Plan or a Statement of Special Needs where the college is the named provider, as agreed between the college and Local Authority.

Over-Subscription Criteria

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

1. A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – 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) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – a child is regarded as having been in state care in a place outside of England if

- they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. Children of staff where the member of staff has been employed for at least two years 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
 3. 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 includes cases where a sibling can reasonably be expected to still be in the college at the time of his/her siblings 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 college. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be held to be the address under which the child is registered with his/her doctor.
 4. Children who live in the published catchment area for the College where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment. The catchment area map is available to view on College’s website.
 5. Those children who are eligible to receive the “service premium” under section 14 of the Education Act 2022 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.
 6. Children with significant medical or psychological need as certified by a relevant professional. You must include a medical or psychological report, prepared by a suitably qualified professional, to confirm information that you include in this section. This report must explain why only this school could meet your child’s 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’s Admissions Registrar before completing the application form. (Eligibility under this category will be considered by a meeting of the School’s Senior Leadership.)
 7. The child living closest to the front gate as measured from the ground floor front door of his or her permanent resident 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.

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 "first come first served". Should the parents not wish to take up the place, it will be offered to the child occupying the next place on the list, and so on.

Appeals Procedures

Parents who have not been successful in obtaining a place will be informed of their right to appeal. The college 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 college will make arrangements to admit any child where an appeal has been upheld. If you would like to make an appeal please contact 0191 534 4444 or email enquiries@christcollege.org.uk

Diamond Hall Infant Academy

The Board of Trustees of Diamond Hall Infant Academy is the Admission Authority for this school on behalf of the Academy Trust. This means that a committee of the Trustees considers all applications sent to them by the Local Authority, according to the criteria as stated below.

This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2014"

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the Board of Trustees to make an informed decision.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance, all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered.

Children who have an Education, Health and Care Plan which names Diamond Hall Infant Academy will be offered a place.

The admissions policy is applied if the number of applications exceeds the number of places available.

The Board of Trustees intends to admit up to 90 pupils into Reception in September 2025, in accordance with the following criteria, in the following order of priority.

1. **Looked After Children** - This refers to children who are looked after by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, a residence order or special guardianship order). It also refers to children who are regarded as having been in state care in a place outside of England, if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parent/carers are asked to send evidence of an 'Order' as supplemental information with their application form, in order for the Admission Authority to consider the application.

2. **Siblings** - Children who have an older sibling attending Diamond Hall Infant Academy at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **Feeder school** - Children who attend the Nursery class at Diamond Hall Infant Academy in the previous academic year to admission into Reception.
4. **A sibling link** - Children who have an older sibling attending Diamond Hall Junior Academy at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling
5. **Neighbourhood places** - Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) - taken to be the address in which the child mainly resides - to the centre the school – whichever is the closest) using the Local Authority's computerised measuring system (GIS – Geo-Information System). Those living closer to the school will receive the higher priority. Proof of residency will be sought in the form of a Council Tax Bill or electoral role eligibility. No other means of proving residency will be accepted. Requests for evidence will be sent to applicants following the national closing date for Reception applications. Reception places awarded under "neighbourhood places" will be offered to those able to provide proof of residency in the first instance.

Tie Breaker: if in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used, according to criteria in these categories.

NOTES

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Board of Trustees will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

Information given by parents which is found to be intentionally fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Trustees at the Academy address. Appeals are heard by an independent panel.

Children who are unsuccessful in securing a place at the Academy will be placed on a waiting list which will be held by the Academy until the end of Year 2, in conjunction with the local authority. Should a place become available then the admissions criteria will be applied to every child on the waiting list at the time of the vacancy.

This policy was adopted following a six-week consultation period that lasted from 7 December 2018 to 18 January 2019. The consultation process will take place no less than once every seven years in line with Government guidance, and is currently scheduled for December 2025.

Diamond Hall Junior Academy

Admissions Consultation – Academic Year 2025/2026 Diamond Hall Junior Academy part of the North East Learning Trust and located in the administrative area of Sunderland City Council

Executive Summary

It is a mandatory requirement of the National School Admissions Code that all schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at an Academy.

The Trustees of the North East Learning Trust are required to determine their school admissions arrangements every year and consult on those arrangements once every seven years.

The purpose of this report is to enable the Trust to consult on the published admission numbers and over-subscription criteria for the academic year 2025/2026.

The consultation will take place for a period of seven weeks between Monday 16 October 2023 and Friday 1 December 2023.

Published Admission Number (PAN)

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

The PAN for Diamond Hall Junior Academy is 80.

Oversubscription criteria for Diamond Hall Junior Academy

1. Children who are 'looked after' or a child who was previously looked after including those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.

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

Previously looked after children are children 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.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, religious organisation, or any other provider of care whose sole purpose is to benefit society.

2. **Attendance in Key Stage 1 at Diamond Hall Infant School**

3. **Sibling Link**

Children who have a sibling already attending the Academy and who is expected to be on roll at the school at the time of admission. This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

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

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

5. **Medical Reasons**

Children with very exceptional medical factors directly related to school placement (for example the child or one or both parents/carers has a disability that means the child can only attend one school).

Strong supporting evidence must be provided from a professional body involved with the family or child. A letter from the child's GP, parents/carers GP or other relevant professional **MUST** be submitted with the application. The evidence must relate to the school for which the application is being made and must demonstrate clearly why the Academy is the only school that can meet the child's needs. No assumptions should be made that the submission of the relevant evidence will, in itself be sufficient to allocate a school place.

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

Tie breaker

Where the Academy is oversubscribed in any of the above categories, places will be offered based on distance from the centre of the home to the main entrance(s) of the school with priority being given to those living closest to the school. Distance will be measured by the shortest safest walking distance, using a Geographical Information System (GIS).

If only one final place can be offered, and two or more applicants live equidistant from the Academy, random allocation (names out of a hat or other suitable container) will be used. This process will be supervised by a person independent of the Trust.

Admission Arrangements 2025/2026

Overview of application procedures for admission during the normal admission round to Diamond Hall Junior Academy, part of the North East Learning Trust and located within the administrative area of Sunderland City Council. In relation to the normal admission round, the Trust will act in accordance with the co-ordinated admission scheme operated by Sunderland City Council.

To apply for a place during the normal admission round in any Academy within the Trust parents should complete the common application form supplied by the Local Authority in which they reside. Application forms are obtainable from the County Council's website to download, if parents do not have this facility, they can contact the LA School Admissions team to request an application form. Parents/carers can also apply through the on-line admissions application system accessed via the relevant County Council website. Applications should be submitted to the LA by the published closing date. Places at any school are offered on the basis of equal preference rank order and where an offer is made it is for the highest ranked school at which the LA can offer a place.

The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School Standards and Framework Act 1998 by parents' resident in the LA area wishing to express a preference for their child:

- A. To be admitted to a maintained school and Academy within the LA area (including VA schools)
- B. To be admitted to a maintained school and Academy located in another LA's area (including VA schools).

Parents should express as many preferences as the form allows in the rank order in which they wish their child to receive an offer of a place.

In line with Sunderland City Council, the home address must be the address where parents and child normally live and they must be living there on the closing date for receipt of application. Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor.

The LA will accept applications which are received late only when there is evidence of a very exceptional circumstance which prevented submission by the stated deadline and only if the application is received before offers of places are made. These will then be treated in the same way as all other applications. In the event of a late application not being accepted or receipt is after the offer of places has been made, then places will be offered at the nearest school with places available.

The LA will make the offer of a school place in our Academies to parents who have applied for a place in Year 3 for September 2025. Parents will receive no more than one offer of a school from the relevant LA. Where the relevant LA

cannot offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the child's home address that has a place available.

Waiting lists/appeals

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

Unsuccessful applicants may also contact School Admissions, North East Learning Trust by telephone 0191 5634190 Option 1 or email schooladmissions@nelt.co.uk to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list. Further advice and guidance is available in the NELT Admission Appeal Guidance on the Trust website.

The waiting list will be maintained until 31 December 2025.

Withdrawing an offer of a place

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

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

In-year admission to Academies within the North East Learning Trust

The Trust are responsible for managing in-year admissions, further information can be found in the Trust's In-Year Admission Policy which is published on the Trust website.

Responses to the Consultation

The North East Learning Trust welcome comments on:

- The number of pupils to be admitted in the normal admission round;
- The criteria to be used in the event of over-subscription.
- Admission arrangements

You can respond to this consultation [here](#) or alternatively responses can be sent by email to schooladmissions@nelt.co.uk or by post to Admission Consultation, North East Learning Trust, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee, County Durham, SR8 2RU. The deadline for responses is 5pm on Friday 24 November 2023.

Dubmire Primary Academy

Please see page 33 for Aim High Academy Trust Admission Criteria

East Herrington Primary Academy

The Governing Body of East Herrington Primary Academy is the Admissions Authority for the school on behalf of the Academy Trust. This means that a committee of the governing body considers all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, all other Admissions Authorities in the area and interested parties and parents through our website. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2021".

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an informed decision.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered.

Children who have an Education, Health and Care Plan which names East Herrington Primary Academy will be admitted.

The Admissions policy is applied if the number of applications exceeds the number of places.

We will admit 60 applications in accordance with the following criteria in the following order of priority:

1. **Looked-after children** - A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order - 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) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - a child is regarded as having been in state care in a place

outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. **Siblings** - Children who have an older sibling attending the school at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/career's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **Feeder school** - children who attend the Nursery class at East Herrington Primary Academy in the previous academic year to admission into Reception.
4. **Neighbourhood places** - Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) - taken to be the address in which the child mainly resides - to the main entrance of the school (either Balmoral Terrace or Charter Drive – whichever is the closest) using the Local Authority's computerized measuring system (GIS – Geo-Information System). Those living closer to the school will receive the higher priority. Proof of residency will be sought in the form of a Council Tax Bill or electoral role eligibility. No other means of proving residency will be accepted. Requests for evidence will be sent to applicants following the national closing date for Reception applications. Reception places awarded under "neighbourhood places" will be offered to those able to provide proof of residency in the first instance.

Tie Breaker: if in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used according to criteria in these categories.

Parents who are awarded a place for their child may request that the date their child is admitted to school is deferred until later in the year or subsequent year, for example until the start of the term when the child reaches compulsory school age. Parents can also request that their child takes up the place part time if it is in the interest of the child, until the child is of compulsory school age. In this instance, parents must discuss this with the Head of School. Compulsory school age is determined as the term after the child's fifth birthday.

Notes and supplemental information:

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the governing body will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

Information given by parents which is found to be intentionally fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Governors at the Academy address. Appeals are heard by an independent panel.

Children who are unsuccessful in securing a place at the Academy will be placed on a waiting list which will be held by the Academy indefinitely, in conjunction with the local authority. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

English Martyrs' Catholic Primary School

English Martyrs' Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the parish of St. Hilda's, Sunderland. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Hilda's, Sunderland. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 Headteacher on 0191 5535540. [www.englishmartyrssunderland.org.uk]

Parents will be advised of the outcome of the 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. The parent has the right of appeal to an independent appeal panel if refused a place.

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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.

6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
- i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

- ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

Eppleton Academy

The Trust Board of Eppleton Academy will be the Admission Authority for this academy. The Trust Board intends to admit up to 30 pupils into Reception in September 2025.

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.

The Trust Board of the Eppleton 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 who were previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** – 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 residence order or special guardianship order). and a **‘Looked-after’ child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
2. **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 Eppleton Academy at the time of admission.
3. **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 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).

4. Children of staff at the school, in either of the following circumstances:
 - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Children who attend Eppleton Academy Primary Nursery.
6. 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). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

Where a pupil has an Education, Health & Care Plan 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 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.

It will be possible for Infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel.

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 Reception 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.

Farringdon Primary Academy

Please see page 120 for Inspire Multi Academy Trust admission criteria.

Fatfield Academy Inspires

Please see page 120 for Inspire Multi Academy Trust admission criteria.

Fulwell Infant School Academy

The Governing Body of Fulwell Infant School Academy is the Admissions Authority for the school on behalf of the Academy Trust. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, all voluntary aided schools, and academies, all other Admissions Authorities in the area and interested parties and parents through our web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, February 2012."

Nursery application forms are available from the school office, reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date, will only be considered after all those received by the closing date have been considered.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance, all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/Academy for which they are eligible that they will be offered.

Children who have a Education, Health and Care Plan which names Fulwell Infant School Academy will be admitted.

The Admission policy is applied if the number of applications exceeds the number of places.

We will admit 90 applications in accordance with the following criteria in the following order of priority:

Admission Criteria

1. **Looked after children** - A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – 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) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a

religious organisation or any other provider of care whose sole purpose is to benefit society

2. **Feeder School** - Children who attend the Nursery Class of the same academy in the previous academic year to that of their application.
3. **Siblings** - Children who have an older sibling attending the Academy or Fulwell Junior School at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling. Evidence of cohabitation to fulfil this requirement may be requested.
4. **Children of Staff** - Children of staff who have been in post for two or more years or have been recruited into a position for which there is a demonstrable skill shortage.
5. **Distance from Academy** - Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) taken to be the address in which the child mainly resides to the main entrance of the Academy (Ebdon Lane) using the Local Authority's computerised measuring system (GIS - GeoInformation System). Those living closer to the school will receive the higher priority.

Where required proof of residency will be sought in the form of a Council Tax Bill, and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

Tie Breaker

If in any category, there may be more applicants than places available, then the shortest, safest walking distance from the school will be used according to criteria in category

Parents who are awarded a place for their child may request that the date their child is admitted to school is deferred until later in the year or subsequent year, for example, until the start of the term when the child reaches compulsory school age. Parents can also request that their child takes up the place part time, if it is in the interest of the child, until the child is of compulsory school age. In this instance, parents must discuss this with the Head teacher. Compulsory school age is determined as the term after the child's fifth birthday.

Notes and supplemental information:

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the governing body will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in

the admission round and if all places have been allocated then your child will not be given a place.

Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office. Reply to:

Parents, who are unsuccessful in securing a place for their child at the Academy, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Governors at the Academy address. Appeals are heard by an independent panel.

Children, who are unsuccessful in securing a place at the Academy, will be placed on a waiting list, which will be held by the Academy until the end of Year 2, in conjunction with the local authority. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

George Washington Primary School

Please see page 153 for Oak Learning Trust admission criteria.

Gillas Lane Academy

Please see page 33 for Aim High Academy Trust Admission Criteria

Hasting Hill Academy

The Trust Board of WISE Academies will be the Admission Authority for this academy. This means that a committee with delegated powers considers applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Board of Trustees, all other Admissions Authorities in the area and interested parties and parents. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admission Code 2021".

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis whereby all applications are considered at the same time, irrespective of the order of preference. 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.

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents should provide supplemental evidence in support of the application where applicable. The Local Authority undertakes the co-ordination of admission arrangements.

Published Admission Number

The Published Admission Number (PAN) for this Academy is 30.

The Admission criteria within this policy is applied if the number of applications exceeds the number of places.

Admission Criteria

If the academy is oversubscribed (i.e. where the number of applications for admission exceeds the number of places available) the committee of the Trust Board of WISE Academies, as the admissions authority will apply the following criteria in the order set out below:

Children with an Education, Health and Care plan

Children who have an Education, Health and Care (EHC) plan where the academy is named as the most appropriate educational setting for the child will be admitted.

1. **Looked after children**

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children’s Act 1989(b) and children who were previously looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.

2. **Siblings**

Children who have a sibling attending Hasting Hill Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. **Exceptional medical or psychological reasons**

Parents must include a medical or psychological report, prepared by a professional, to confirm information that parent includes in this section. This report should explain why only this academy could meet the 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. It will be for the committee of the Trust Board responsible for admissions to determine whether the evidence is acceptable under this criteria.

4. **Feeder School**

Children who attend the Nursery Class of Hasting Hill Academy in the previous academic year to that of their application.

5. **Neighbourhood Places**

Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child’s home address (including flats) - taken to be the address in which the child mainly resides - to the main entrance of the academy (Tilbury Road entrance) using a geographical information system (GIS). Those living closer to the academy will receive the higher priority.

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 academy 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 a 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 academy.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the academy, to be deferred to later in the academic year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the academic year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the academy in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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. Any such request should be made in writing to the Headteacher of the academy. The committee responsible for admissions 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 academy, the committee will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the Reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the Local Authority should include this request. The Local Authority will liaise with the academy, and the committee responsible for deciding upon admissions 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 academy, the committee will take into account the views of the parents and of appropriate medical and education professionals. Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the academy office. 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. If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 31st December each year, in case any vacancies arise

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 academy'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. Applications should be made by contacting the academy office. 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.

Late Applications

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date. Parents are therefore encouraged to ensure that their application is received on time as late applications will be considered after those that had been received by the published deadline.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the academy is oversubscribed and their child is refused a place.

Right of Appeal

Parents will have the right to an independent appeals panel if they are dissatisfied with the outcome of their admission application. Appeals will be carried out in accordance with the Admission Appeals Code. Any decision of the independent appeals panel will be binding on all parties. Appeals should be directed to The Secretary to the Trust, WISE Academies Head Office, Borodin Avenue, Sunderland SR5 4NX or governance@wiseacademies.co.uk

Home address

This must be the address where parents and child normally live and they must be living there on the closing date for receipt of application. Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. Confirmation of address will be required.

In-year Admissions

The academies is able to accept in-year admission applications directly from parents. An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

Local authorities are still required to co-ordinate admission applications in the normal admissions round. In-year applications will be determined by the academy on the basis of this policy.

Nursery Class Applications

Nursery Application Forms are available from the academy office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the academy's admission criteria by order of priority. Additional forms of identity may also be required to establish eligibility.

Important notes to parents:

Evidence of identity

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

False Evidence

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

Incomplete applications

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Trust Board will suspend the application until parents agree. This will mean that if the closing date has passed, the child will not be considered in the admission round and if all places have been allocated then the child will not be given a place and the application may be treated as a late application.

Please note that attendance at the Academy's nursery does not guarantee admission to the reception year group and a separate application for admission to the reception year group will have to be made.

This policy should be read in conjunction with the Local Authority's admission guidance for parents.

Hetton Lyons Primary School

The Governing Body of Hetton Lyons Primary School is the Admissions Authority for the school on behalf of Balmoral Learning Trust. This means that a committee of the governing body considers all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, all other Admissions Authorities in the area and interested parties and parents through our website. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2021".

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an informed decision.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered.

Children who have an Education, Health and Care Plan which names Hetton Lyons Primary School will be admitted.

The Admissions policy is applied if the number of applications exceeds the number of places.

We will admit 60 applications in accordance with the following criteria in the following order of priority:

1. **A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** – 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) and a **'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. **Siblings** - Children who have an older sibling attending the school at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/career's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **Neighbourhood places** - Children living near the school will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) - taken to be the address in which the child mainly resides - to the main entrances of the school (whichever is the closest) using the

Local Authority's computerized measuring system (GIS – Geo-Information System). Those living closer to the school will receive the higher priority. **Proof of residency will be sought in the form of a Council Tax Bill or electoral role eligibility.** No other means of proving residency will be accepted. Requests for evidence may be sent to applicants following the national closing date for Reception applications. Reception places awarded under "neighbourhood places" will be offered to those able to provide proof of residency in the first instance.

Tie Breaker: if in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used according to criteria in these categories.

In determining allocations, priority will be given to applications received by the published deadline date.

Notes and supplemental information:

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the governing body will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

Information given by parents which is found to be intentionally fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents who are awarded a place for their child may request that the date their child is admitted to school is deferred until later in the year or subsequent

year, for example until the start of the term when the child reaches compulsory school age. Parents can also request that their child takes up the place part time if it is in the interest of the child, until the child is of compulsory school age. In this instance, parents must discuss this with the Head of School. Compulsory school age is determined as the term after the child's fifth birthday.

Parents who are unsuccessful in securing a place for their child at the school have a statutory right of appeal. Further details of the appeal process are available on the school website. Appeals are heard by an independent panel.

Children who are unsuccessful in securing a place at the school will be placed on a waiting list which will be held by the school indefinitely, in conjunction with the local authority. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

Highfield Primary Academy

Highfield Academy welcomes applications for admission into school from pupils of all cultures, races and backgrounds and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. Choosing a school for your child is one of the most important decisions you will make as a parent, Highfield Academy, along with the Local Authority will support parents to understand and be successful in the admissions/transfer process.

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.

Highfield Academy has a published admission number (PAN of 60) per year group. The admission criteria for school is as follows:

- Cared for children that is 'children cared for' by the Local Authority in accordance with section 22 of the children's Act 1989(b). A previously cared for child, including those from outside state care in England
- A sibling link –an older brother/sister including adoptive or step-children that share the same parent/carer and live at the same address.
- Exceptional medical or psychological reasons – medical, psychological reports must be confirmed by a professional and explain why their needs will be met at Highfield Academy.
- All other children

Two Year Olds

We currently offer limited places where available for two year olds who are eligible for the free 15 hours provision. Criteria for eligibility is available on the Together for Children website. Applications can also be made in school.

Nursery Admissions

We have a 52 place nursery. You can register your child for school nursery once they have reached their second birthday, places are allocated in the term after they are three. This is usually in the following September; however if there are available places they may be enrolled in January or after Easter. You will be sent an offer of a place letter informing you of your child's start date. If places are oversubscribed the school will work with the local authority in allocating places.

Registration forms are available from the main school reception.

Admission into Primary School

Legally children do not have to start school until the term after their 5th birthday. In Sunderland Local Authority, all children normally start together in September. If your child's 5th birthday is in the summer term it is not possible to defer entry into Reception for a full academic year; however, it is possible to defer admission into Reception until the term after their 5th birthday. Parents/carers wishing to defer entry must apply using the application form for the child's normal year of entry. Further guidance regarding request for deferred entry can be accessed at www.sunderland.gov.uk/admissions-infant-junior-primary

Parents have the right to express a preference for a school of their choice. Applications must be completed as there is no guarantee of a place for any child even if your child is attending an attached nursery or has older siblings already attending school. Applications can be accessed at www.sunderland.gov.uk/admissionsonline.

Once completed forms can be returned to school, emailed to school admissions or returned to any of the Council's Customer Service Centres. The preference period lasts from October until January 15 2025 and it is vital that preference forms are received in this time. If they are not, the School Admissions Team will consider them as 'late', which could reduce the chance of getting a place at your first-choice school. Late applications will only be considered after the ones received on time unless there is a genuine reason. Examples of this would be moving into the area, dealing with the death of a close family member or a change of circumstances for a 'cared for' child. Circumstances such as these should be explained on the application form.

An offer of a school place will be sent to parents/carers in April. The offer must be accepted and returned to the School Admissions Team, if your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

Admission into Secondary School

Children generally transfer to secondary school when they are 10/11 years old and in year 6 of primary or junior school.

As with admission to primary parents have the right to express a preference for a school of their choice. The preference period for secondary school opens in September and closes on 31 October. Late applications will only be considered after those received on time.

Applications can be accessed at www.sunderland.gov.uk/admissionsonline. If parents/carers do not have access to the internet applications will be available in paper form from school reception where they can be completed and emailed off, alternatively applications can be made at any Council Customer Service Centre. Offers of school places will be sent out on March 1st. Once an offer of a place is received you must confirm acceptance. If your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

Mid-term transfers

If parent/carer wishes their child to transfer school during the school year a transfer application form must be completed. In order that this process is quick and efficient the following steps should be taken;

The receiving school should be contacted by parent/carer to confirm there are places in the required year group.

- Part A of the transfer application should be completed by parent/carer, part B will be completed by school and signed by the Headteacher or Deputy Headteacher. It is also good practice to meet with the above or our Pupil & Family Welfare Officer.
- Highfield Academy will then send the completed form to the receiving school.
- If places are available schools will negotiate a start date and communicate this to school admissions. If no places are available the schools appeals process will be coordinated by the school admissions team.
- Once a child is admitted onto the school roll, their name will be added to a 'pupil admitted to school outside of normal transition period' form which is submitted to EHAAT@togetherforchildren.org.uk.
- This is in accordance with regulation 12 Education (Pupil Registration) England (Amendment) Regulations 2016

Transfer applications can be accessed from school reception, are available on the school admissions page of www.sunderland.gov.uk or from the school admissions team based at the City Hall, Sunderland SR1 3AA telephone number 0191 5611425/ 5611447

SCHOOLS/ACADEMIES STATUTORY DUTY TO ADMIT PUPILS

Regarding Academy direction the Council has the following powers of direction:

Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, and can seek advice from the adjudicator in reaching a decision.

Should an applicant be unplaced but not be eligible for fair access it is expected that they are offered a place at the school for which they have applied. In circumstances where following negotiation a school/ academy refuses to admit an unplaced applicant and cannot provide sufficient rationale to support this decision the Council will seek to use its powers of direction or will seek the secretary of state to direct the school/ academy to admit.

REFUSAL TO ADMIT PUPILS WITH CHALLENGING BEHAVIOUR

The School Admissions Code includes provision for a governing body of a school which does not wish to admit an unplaced child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the local authority for access under the Fair Access Protocol. Details of this can be found on the Together for Children website – in Year application Process.

In addition to the refusal of an admission in a year group where there are no remaining places, Para 3.12 of The School Admissions Code, 2014 includes provision for the Governing Body of a school which does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the Council for access under the Fair Access Protocol. The Code identifies that this will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

FAIR ACCESS PROTOCOL

Each Council must have a Fair Access Protocol agreed with the majority of schools in the area. This includes Community, Voluntary Aided, Voluntary Controlled, Foundation Schools, Free Schools and Academies. The Protocol aims to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

The operation of the local Fair Access Protocol is outside the arrangements of the co-ordinated admissions scheme and is triggered when the parent/carer of an eligible child has not secured a school place under the In-Year Admissions procedures. Unlike In-Year Admissions, there is no duty for the Council or Admissions Authorities to comply with parent/carer preference; however, in certain circumstances the wishes of the parent/carers may be taken into account. When allocating places through the Fair Access Protocol, Sunderland's Fair Access Panel will allocate places based on a rota system across agreed cluster areas.

HARD TO PLACE CHILDREN:

Sometimes children can find themselves without a school place during the course of the year, for example, because their personal circumstances are such that they have had to move home; or are looked after children; or they have been permanently excluded from their school. In some cases these children may also exhibit challenging behaviour.

There is often a balance to be struck between finding a place quickly, perhaps in an undersubscribed school or one facing challenging circumstances, and finding a place which is appropriate for the child. It is also recognised that no school should be requested to take an excessive or unreasonable number of pupils who have been excluded from other schools or are otherwise 'hard to place'.

While the Fair Access Protocol is a means of securing places for hard to place children it does not mean that an application from a hard to place child should automatically be referred to the Fair Access Protocol. A parent/carer can still apply for a place at any school as an in-year admission and is entitled to an appeal if they are not offered that place.

The School Admissions Code states the list of children to be included in a Fair Access Protocol is to be agreed by the majority of schools in the area. For a pupil to be eligible to be considered under Fair Access protocols school must demonstrate that a pupil can be identified once as a minimum from each of the lists of children identified below:

- Children from the criminal justice system or Pupil Referral Unit who need to be reintegrated into mainstream education
- Children who have been out of education for two months or more,
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
- Children who are homeless

MANAGED MOVES

All schools in Sunderland have made a significant effort to avoid permanent exclusion, a strategy now seen as a response to extreme circumstances. However, there are occasions where after lengthy and concerted efforts it is clear that it is not in the pupil's or school's best interest to continue with the placement but mainstream education is nevertheless appropriate. In these circumstances one of the strategies that could be considered is a managed move. It must be recognised that this is not a means of avoiding permanent exclusion as in the most severe and persistent cases the problems often recur in the receiving school.

A managed move is a managed transfer, over a period of time, of a child from one school to another. A managed move consists of a formal agreement between the child's parent/carer, the head teachers of both the referring (home) school (School A) and the receiving school (School B). A managed move provides a child with the opportunity of a 'fresh start' in another school and is a means of positively re-engaging the pupil in education.

Generally, a pupil should not participate in more than two managed moves in one academic year.

PRINCIPLES OF A MANAGED MOVE

It is seen to be in the best interest of those pupils who are experiencing difficulties, which could appear to be leading towards permanent exclusion. When the full range of pastoral support strategies (including a pastoral support programme) have been resourced and tried but have failed to reach the young person.

When a 'new start' at another school is seen positively by all concerned and has not been used as a threat or punishment by either the school, or the parent/carers. This is a possible, negotiated strategy, not an imposition. It aims to keep pupils included who might otherwise become further disaffected.

The understanding being that this is not normally a '1 for 1' exchange arrangement between schools. Although there may be times when this does occur, (if it does, the ultimate destinations of the two children are not connected). What is more important is that the needs of the young people concerned are being met and their best interests are being served.

A managed move is a voluntary arrangement and no pressure must be put on to a Headteacher or a parent/carer if either feels that the move would not be in the child's best interests.

CRITERIA FOR A MANAGED MOVE:

- A pupil with an otherwise good record has committed an offence that might lead to permanent exclusion, but the school feels the pupil would benefit from another chance.
- There has been an irrevocable breakdown of relationships between a pupil and staff, as a consequence of significantly challenging behaviours displayed.
- There has been an irrevocable breakdown of relationships between a pupil and his or her peers, as a consequence of significantly challenging behaviours displayed
- A pupil with a record of inappropriate and disruptive behaviour or poor attendance, as a consequence of inappropriate and disruptive behaviour applies for an in-year transfer.
- There has been an irrevocable breakdown in relationships between the pupil and staff or peers resulting in a pupil's low or non-attendance.
- Where a managed move is proposed to resolve an attendance issue the school must demonstrate that the pupil in question has been referred to the Early Help - Attendance Service at Together for Children. The managed move must be endorsed by the Council's Attendance Manager, where it is anticipated the move may resolve the existing barriers to attendance.
- The above list is not intended to be a complete list of scenarios and there may be other occasions where a Managed Move is considered appropriate

Hill View Junior Academy

The Local Governing Body of Hill View Junior Academy is the Admissions Authority for the school on behalf of Vision Learning Trust. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, all voluntary aided schools, and academies, all other Admissions Authorities in the relevant area and interested parties and parents through our web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, February 2012."

The local authority undertakes the coordination of admission arrangements.

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

Published Admission Number

The governing body has set its admission number at 120 pupils to be admitted to the Year 3 class in the school year which begins in September 2025.

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

- Year 3 applications

To apply for a place at this school, the parent must either apply through the Local Authority where the child lives, either online through the Council's website or by a paper application form. The parent will be advised of the outcome of the application on 16 April 2025 or the next working day, by email if an online application or by letter if a paper application, 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. council tax bill), 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 15 January 2025. This is the cut off date for applications nationally.

Late Applications

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

Admission Criteria at Hill View Junior Academy

1. Looked after children

Refers to a 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – 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) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents are asked to send proof as supplemental information with their application form.

2. Siblings

Children who have an older sibling attending Hill View Junior Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Feeder School

Children who attend the Year 2 class at Hill View Infant Academy in the previous academic year to that of their application.

4. Distance from Academy

Children living near Hill View Junior Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) taken to be the address in which the child mainly resides to the main entrance of the Academy (Queen Alexandra Road) using the Local Authority's computerised measuring system (GIS – Geographical Information System). Those living closer to the school will receive the higher priority. If required by the governing body after the closing date for applications, proof of residency will

be sought in the form of a Council Tax Bill, and should be correct at the date of closing for applications. No other means of proving residency will be accepted.

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.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the school office. This waiting list will be maintained in order of the oversubscription criteria set out above, 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. Applications should be made to the school by contacting the school office. 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 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.

Incomplete application

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the governing body will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

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. **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.
5. **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.
6. **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.

Hill View Infant Academy

The Local Governing Body of Hill View Infant Academy is the Admissions Authority for the school on behalf of Vision Learning Trust. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, all voluntary aided schools, and academies, all other Admissions Authorities in the relevant area and interested parties and parents through our web site (in 2017). This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, May 2021."

The local authority undertakes the coordination of admission arrangements.

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

Published Admission Number

The Governing Body has set its admission number at 120 pupils to be admitted to the reception class in the school year which begins in September 2025.

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

- Reception class applications

To apply for a place at this school, the parent must either apply through the Local Authority where the child lives, either online through the Council's website or by a paper application form. The parent will be advised of the outcome of the application on 16 April 2025 or the next working day, by email if an online application or by letter if a paper application, 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. council tax bill), 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 15 January 2025. This is the cut off date for applications Nationally.

Late Applications

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

- Nursery Class Applications

Nursery Application Forms are available from the school office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the school's admission criteria by order of priority.

Admission Criteria at Hill View Infant Academy

1. Looked after children

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) and children who were previously looked after. This includes those who have been in state care outside of England but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.

2. Siblings

Children who have an older sibling attending Hill View Infant Academy or Hill View Junior Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Feeder School

Children who attend the Nursery Class of Hill View Infant Academy in the previous academic year to that of their application.

4. Distance from Academy

Children living near Hill View Infant Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) taken to be the address in which the child mainly resides to the main entrance of the Academy (Helvellyn Road) using the Local Authority's computerised measuring system (GIS – Geographical Information System). Those living closer to the school will receive the higher priority. If required by the governing body after the closing date for applications, proof of residency will be sought in the form of a Council Tax Bill, and should be correct at the date of closing for applications. No other means of proving residency will be accepted.

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.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 Head Teacher 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 Head Teacher 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.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the Reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request. The Local Authority will liaise with the

governing body who 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 Head Teacher, 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.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the school office. This waiting list will be maintained in order of the oversubscription criteria set out above 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. Looked after children or previously looked after children allocated a place at the school in accordance with the fair access protocol will take precedence over those on the waiting list. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

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 must be completed. The school is part of the local authority's in year co-ordination scheme. Information can be found at www.sunderland.gov.uk/school-transfers

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 can be obtained from the school and are available on www.sunderland.gov.uk/schools-appeals

Fair Access Protocol

The school is committed to taking 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.

Incomplete application

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the governing body will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

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. **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.
5. **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.
6. **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.

Holley Park Academy

Please note that the policy for Holley Park Academy was not available when the booklet was published.

Inspire Multi Academy Trust

The Board of Trustees of Inspire Multi Academy Trust is the admission authority for the Inspire family of academies which include Farrington Academy, New Penshaw Academy, Plains Farm Academy, Burnside Academy and Fatfield Academy and has responsibility for the Admission Policy.

Published Admission Number (PAN)

The PAN is the number of places we intend to make available for our normal intake. Once the Academy sets this number, we will not refuse applications below the PAN.

If however there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either admit children above our agreed PAN or increase the PAN accordingly to accommodate additional children.

The current set PAN for Reception classes in our Academies is -

Academy	Published Admission Number (PAN) for Reception
Farrington	60 places (2 classes with 30 children per class)
New Penshaw	30 places
Plains Farm	30 places
Burnside	30 places
Fatfield	30 places

For other year groups, the agreed admission limit will be the PAN, which was determined for that cohort as it entered the Academy in the Reception year, unless this was varied, in response to a change of circumstances at the Academy.

For further information, please contact the Academy or consult the LA Admissions Team.

Application for a Place

Applications must be made on the Common Application Form (available from the LA website www.sunderland.gov.uk/admissionsonline) by the determined closing date (timetables are published on the LA website). An offer of a place will be made by the LA, on behalf of the school, on or around the National Offer date.

Applications received after the closing date will only be considered after all applications received by the closing date have been considered. Parents must indicate which category they are applying for and should provide

supplementary evidence in support of the application, which will enable the Board of Trustees to make an informed decision when considering their application.

Parents (a parent is determined as a person with parental responsibility) have the right to express a school preference of their choice. In the first instance, all preferences expressed will be considered on an equal weighting basis, however where a child is eligible for more than one place it will be the highest ranked School/Academy for which they are eligible that they will be offered.

Children with an Education, Health and Care Plan, which names an Academy within the Trust, will be admitted to the named Academy.

The Board of Trustees, as Admission Authority will seek to apply the Admission Policy if the number of applications exceeds the number of published places available.

Admissions Criteria

We will admit applications, up to the indicated PAN in accordance with the following criteria in the following order of priority: -

1. **Looked After Children** – This refers to children who are looked after by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and children who were looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order). Includes those that have been adopted from state care outside of England.

Children Previously in State Care Outside of England – this refers to children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted.

Parents are asked to send proof as supplemental information with their application form.

2. **Sibling Link** – Children who have an older sibling attending the school at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **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 psychological reason for choosing a particular school are unlikely to be accepted as exceptional.
4. **All Other Children**

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 the Local Authority's computerised measuring system (GIS – Geo-Information System).

Proof of residency will be sought in the form of a Council Tax Bill and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeals process are detailed below.

Appeals are heard by an independent panel. Children who do not receive an offer of a place are automatically placed on a waiting list which will be held by the Academy indefinitely, in conjunction with the Local Authority. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

Exceptional Circumstances

The Academy may be asked to increase its PAN (Planned Admission Number) only where:

An event/incident occurs in another educational establishment which could not possibly have been planned for, e.g. fire;

- To comply with other agreed protocols, e.g. children in care, fair access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home;
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would be split and therefore will be offered together;

Children of armed forces personnel.

Exceptional Medical or Psychological Need

Exceptional medical need means that the child's health and welfare would be best served if they attended the Academy. Parents would need to provide medical evidence in the form of a letter or report from a doctor to support their case.

The evidence would have to establish that the Academy is the best/only school to serve the child's needs and clearly state why other schools could not provide the appropriate support.

Waiting Lists

Following allocation of Reception places, the LA will retain a waiting list until the end of the first full week of the autumn term as per the primary co-ordinated admissions scheme. Following this, the Academy will retain the waiting list in partnership with the LA Admissions Team.

Waiting lists will be kept in order of the oversubscription criteria above. List placement will not be prioritised according to how long a child's name has been on that list and it remains possible that a child's name could move up or down the list when the criteria is applied against other waiting applicants.

Deferred Admission

September is the earliest point for admission to the Reception class however this is not a compulsory start date. Parents who are awarded a place for their child may request that the date their child is admitted to the Academy is deferred until later in the year or subsequent year, for example until the start of term when the child reaches compulsory school age.

Parents may also request that their child takes up the place part time, if it is in the interests of the child to do so, until the child is of compulsory school age. In this instance, parents must discuss this with the academy Headteacher.

Compulsory school age is determined as the term after a child's fifth birthday.

In Year Admissions

Parents can make a request for admission after the normal round of admissions (after 31 August) using the Common Application Form.

If you were seeking an in-year place because your child has just moved in to the area and does not already have a school place, admission would be as soon as possible. If your child already has a school place locally, admission will normally be at the beginning of a term or half-term.

Fair Access Protocol

All Local Authorities are legally required to operate a Fair Access Protocol across their area and all schools and academies are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

For primary schools in Sunderland, a child meeting the criteria of Fair Access Protocol will be admitted to the primary school designated for his or her address even where it has reached its PAN or other agreed admission limit

where possible. The Fair Access Protocol is not intended to provide additional spaces for children who already have a local school place.

Information Provided by Parents in an Application

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Board of Trustees will suspend the application until parents can reach agreement. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

We would like all applications to be completed honestly and fairly. It is important that where we offer places to some children and refuse others that we do so fairly and consistently, in line with the Admission Policy framework. Information provided by parents, which is found to be intentionally fraudulent, will result in the offer of your child's place being withdrawn.

The Admissions Authority is required by law to consider the information supplied by you on the application form, including any supplementary information/evidence offered. It is very important that you take great care to ensure the form has been completed accurately and in full before submission.

Any advice or support you require in completing this form can be sought via the Academy office or the LA Admission Team.

Transport

All parents should consider how their child would get to school during their time on roll. Parents are encouraged not to rely on lifts, car shares or public transport always being available and try where possible to have a contingency plan in place to ensure their child's attendance.

Where a parent could have applied on time but failed to do so, there will be no entitlement to seek assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school.

Extended Schooling

Further information on extended schooling, including breakfast and after school provision is available from the Academy office or the website.

Home-School Agreement

Admission to school is not conditional on signing a home-school agreement. However, we will offer such an agreement to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents and their child's education.

Uniform Policy

Children attending our Academies are expected to wear a uniform. Some of the items required can be purchased directly from the Academy office and the rest from retail outlets.

School Fees and Charges

There is no charge for applying for a place within our Academies, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are voluntary. No activities such as school trips are compulsory. A policy on charging for activities is available from the website or the Academy office.

Admission Appeals

At Inspire Multi Academy Trust, we wish to be fair, reasonable and transparent throughout the admissions process. If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel, which is independent of the individual Academy and Academy Trust.

Please note that the appeal process does not apply to children with an Education, Health and Care Plan. Appeals for these children are dealt with by the SEN and Disability Tribunal.

If my child is not offered a place at the Academy, can I appeal?

Yes – if your child is not offered a place at one of our Academies, you have the right to appeal against this decision to an independent appeal panel.

How do I make an appeal?

If it has not been possible to offer a place within one of our Academies, information would have been included within your offer letter from the School Admissions Team or from the Academy for any in year applications, which would direct you to telephone the Academy office for further information.

If you wish to appeal against the decision, you would need to request a form from the Academy office.

You will then need to complete the form, in full, outlining your reasons for appeal, and return it to the person indicated on the Appeals Form, the Clerk to the School Admissions Panel of the City Council, who is administering the appeals process on our behalf.

What happens next?

Appeal hearings are usually held between June and July to facilitate September starts however 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 two weeks prior to that date. A week before the hearing is due to take place, you will receive a copy of the Academy's statement of case. The statement of case will explain why it was not possible to offer your child a place at the school and the implications of more children admitted above the admissions number.

What happens at the appeal hearing?

The appeal hearings for our Academies will usually be held at City Hall, Sunderland SR1 3AA and you will be invited to attend. Although there is a set process to follow for the appeal hearing, the panel members do try to keep the meeting as informal as possible, to put attendees at ease. It is possible to bring along a friend or relative to provide you with additional support if you wish.

The panel members are completely independent of the Academy or Academy Trust and are made up from skilled volunteers.

The panel will consider the Academy's case against your reasons for appeal and will make a decision to uphold or reject your appeal. You will be notified of the panel's decision in writing, within five working days of the hearing via the LA who is acting on our behalf.

My appeal will be considered under the 'class size regulation', what does that mean?

If you have been refused a place at a School/Academy, the reason for refusal will be explained in the refusal letter and the statement of case for the appeal, if it will be considered as a 'class size' appeal.

This means that the appeals panel must consider the implication of admitting another child to a class that already has 30 pupils in Reception, Y1 or Y2. There are only certain circumstances in which an appeal panel can uphold (agree) a 'class size' appeal, which is as follows:-

1. The admission of additional children would not breach the infant class size; or
2. The admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
3. The decision to refuse admission was not one, which a reasonable admission authority would have made in the circumstances of the case.

If an appeal was upheld (agreed), the Academy would need to take 'qualifying measures'. This could mean either employing another teacher and/or possibly moving to mixed-aged classes.

What if my appeal is successful?

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

If you have accepted a place at any other school (e.g. second or third preference school), then the offer of a place at our Academy will be cancelled and your child's name will be removed from the Academy's list.

What happens if my appeal is unsuccessful?

If your appeal is dismissed (not successful), the decision is final. Your child will remain on the waiting list in case any vacancies arise in the future.

It is only possible to have one appeal for the same 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, whilst remaining on the waiting list for our Academy.

What can I do if I am 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 further right of appeal to the Board of Trustees or the LA. There is also no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but does have limited power to intervene in very exceptional circumstances.

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

Contacts and Further Information

School Admissions Team Telephone 0191 561 1425 www.sunderland.gov.uk

Department for Education (DfE) Telephone 0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) Telephone 0370 000 2288 www.education.co.uk/educationfundingagency

Office of the Schools Adjudicator Telephone 01325 735 303 www.education.gov.uk/schoolsadjudicator

Children’s Education Advisory Service Telephone 01980 618 244 enquiries@ceas.detsa.co.uk

A full consultation exercise was last undertaken in January 2021 (next due by Spring 2028).

John F Kennedy Primary School

Please see page 153 for Oak Learning Trust admission policy.

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New Penshaw Academy

Please see page 120 for Inspire Multi Academy Trust admission criteria.

New Silksworth Academy

Infant and Junior

Statement of Intent

Extol Trust, is the admissions authority for all mainstream schools within the Trust, the responsibility for admissions to Springwell Special School is administered by Hartlepool's Local Authority SEND Team in full consultation with the Headteacher and Trust.

The purpose of this policy is to set the arrangements about how children will be admitted to our mainstream schools, including the criteria that will be applied if there are more applications than places at the school. Extol Trust welcome all pupils, and places at our schools are offered in an open, fair, clear and objective manner. We work closely with the Local Authorities in which our schools are based and have agreed to adhere to their Co-ordinated Admission Schemes.

Extol Trust work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for an individual school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

Scope

This policy sets out the arrangements for admissions to our mainstream schools. It considers normal round admissions for Reception and Year 3 In New Silksworth Junior Academy. It also details procedures for in-year admissions from Reception to Year 6 that come within the statutory guidance in the School Admissions Code. There are separate documents setting out the admissions arrangements for each school's nursery offer and Springwell School's Admissions and Transfers Policy.

When formulating the school's admission arrangements, the Trust Board will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.

- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child’s pupil premium eligibility, and for children whose parents work at school.
- Take account of reports from previous schools about children’s past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child’s or their parents’ past or present hobbies or activities.

Equal Opportunities

The Trust Board will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Trust Board can justify how this is a proportionate means of achieving a legitimate aim.

Fair Access Protocol

We participate in individual Local Authority’s Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) ‘School Admissions Code’
- DfE (2023) ‘School Admission Appeals Code’

This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy: Pupils
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Co-ordinated admission policy of each LA

This policy complies with our funding agreement and Articles of Association.

2. Roles and Responsibilities

The Trust Board is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria does not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Local Authority in which schools are situated are responsible for;

- Each Local Authority is required to have a scheme in place each year for co-ordinating admission arrangements for maintained schools and academies within their area. Our policy is designed to be compatible with these schemes.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The Appeals Clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The Headteacher is responsible for:

- Liaising with the Trust Board where relevant regarding admitting pupils to the school.
- Working with the Trust Board when determining the school's capacity.
- Ensuring that the Trust Board has all the information it needs to set admissions arrangements and participate in LA co-ordination schemes.
- Planning for pupils admitted through in-year admissions to start as soon as possible.

3. Determining a Published Admission Number PAN

The Trust Board will determine after discussion with individual LGB,s the PAN for each school within the Trust. The PAN for each school in Extol Trust are currently as follows:

Name of School	Published Admission Number PAN
Eldon Grove Academy	75
New Silksworth Infant Academy	70
New Silksworth Junior Academy	70
Rossmere Academy	55
Thorntree Academy	60
Springwell School	Not applicable

The Trust Board will publish individual school PAN annually. The Trust Board will consult on any proposal to decrease/increase the school’s PAN and submit a “significant change application” to the Regional Department for Education (DfE) Directors. The Trust Board will notify the LA of any increases/decreases to the agreed PANs and will reference the changes on the individual school’s website.

If the Trust Board decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

In line with statutory requirements, the Trust Board will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN; however, the Trust Board may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources.

4. Applications

4.1 Admissions Procedures

As highlighted Extol Trust has agreed that our schools are aligned with the LA’s Co-ordinated Admission Schemes in the authority they are based. As such, parents should view admission procedure and timeline on links highlighted below.

Name of school	Which LA Co-ordinated Admission does the school adhere to?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Eldon Grove and Rossmere Academy	Hartlepool Local Authority	Schools Adjudicator Office of Schools Adjudicator Bishopsgate House Feethams Darlington DL1 5QE Tel: 01325 340402 Email: osa.team@osa.gsi.gov.uk	Extol Trust
New Silksworth Infant Academy	Sunderland Local Authority		
New Silksworth Junior Academy			
Thorntree Academy	Middlesbrough Local Authority		
Springwell Special School	Hartlepool Local Authority		HBC

4.2 Applications in Normal Admission Round

Parents will be provided by the LA with a common application form (CAF) or access to an online portal to apply.

Parents will note their three preferred schools, along with a brief explanation, in rank order. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met. Closing date 15th January 2025

The Trust Board will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Trust Board may ask for the child's short birth certificate as proof of birth date.

Our schools will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously looked after children (PLAC) and LAC, the Trust Board will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The Trust may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

4.3 Admission of Children Outside their Normal Age Group

Parents may request that their child is admitted outside their normal age group if they feel their child is not ready to start school with their peers, for example because the child has suffered ill health.

In addition, the parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception in the term following their fifth birthday, rather than year 1.

Requests must be submitted in writing to the Local Authority and include supporting reasons for the request plus any supporting evidence from relevant professionals. If parents of summer born children wish their child to be admitted to the reception year in the term following their fifth birthday, rather than year 1, then parents should submit a written request providing reasons for seeking a place outside of the normal age group and any supporting evidence from relevant professionals.

Requests must be submitted before the closing date for reception applications in the child's normal age group in good time for the local authority to notify the Trust, and for the committee to consider the request and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to be admitted to reception in September 2025 where the parent wishes the child to delay admission to reception until 2026, written requests must be submitted well before the deadline of 15 January 2025.

The Trust will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Headteacher.

If a request relating to a summer born child is agreed, the parent's application for the normal age group may be withdrawn before any place is offered and they should reapply through the normal admissions round for a reception place in the following year. If the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (which will still be subject to the oversubscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full of admitted pupils transferring from the previous reception year group. A parent's right to appeal set out below does not apply if they are offered a place at the school but it is not in their preferred age group.

Allocation of Places

5.1 Oversubscription Criteria

The Trust Board aims to ensure that oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

If the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan where the school is named in the Statement or Plan, the over-subscription criteria for the school / academy will be applied as follows;

1. Children who are a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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). See Note 1
2. Children with brothers or sisters who are already at the school.
3. Children whose main residence is within the catchment area of a school.
4. Children who are distinguished from the great majority of other applicants
5. Proximity to the school.

Please note

Note 1. Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved. If relevant evidence is not provided the child cannot be considered under this criterion

Note 2. In addition to the criteria above, New Silksworth Junior School has an additional criterion at point 3 : Attendance at New Silksworth Infant Academy (KS1)

Note 3: Where two applications cannot otherwise be separated, the Trust will follow a fair, clear and effective 'tie-breaker' procedure by allocating the place to the pupil who lives closest to school.

Definitions

Looked After Children: The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

Rules for Siblings Those children who have brothers or sisters who will be attending the school in the following September. Included in this factor are stepbrothers and sisters and half- brothers and sisters living at the same address and who will be attending the school at the expected time of admission. Twins or multiple birth children If you have more than one child who are twins or part of a multiple birth going through the application process this year, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process.

Rules for Residence We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

Rules for Those Pupils who are Distinguished from the Great Majority of Other Applicants Those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school. Medical Grounds/Exceptional Circumstances. A panel of specialist officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this criterion. If you think your child has a particular medical or social need to go to a certain school, you must provide supporting evidence from a doctor, psychologist or other professional involved with your child. The supporting evidence must relate specifically to the school you are claiming medical grounds/exceptional circumstances for, and clearly demonstrate why it is only that school that can meet your child's needs in a way that no other school can.

If you are applying online for a place under this criterion, please send your supporting evidence to the Admissions Team in the by the closing date, which should include your child's name and date of birth. NB: Exceptional social reasons do not, in the view of the Trust, include domestic inconvenience arising from parents' work patterns, child-minding problems, separation from particular nursery/primary school friends. Problems of this kind are widespread and cannot be classed as exceptional. Medical reasons do not include temporary conditions. They are permanent medical conditions which require special treatment available at the preferred school only. Medical evidence must be provided and the Trust must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

Proximity to the School Those children who live closest to the school as determined by a ‘straight line’ distance measurement; from the (ordnance survey) address point for the child’s home to the (ordnance survey) address point of the school.

Tie Breaker If more children qualify under a particular criterion than there are places available, priority will be given to those children who live closest to the school (as described under criteria 5).

5.2 Offers

All offers will be made on National Offer Day, i.e. 16 April 2025 or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Trust Board will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

5.3 Withdrawing an offer

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the trust board will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

6. In-year admissions

Ours schools will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Trust Board will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place, including whether the Trust Board will handle applications or whether the LA will accept these applications on its behalf.

Where the school has places available in 2025 , it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The published in-year admissions arrangements will also provide a suitable application form for parents to complete, including a supplementary information form, where necessary, and set out when parents will be notified of the outcome of their application and details about the right to appeal.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The school will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

7. Waiting List

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Trust Board will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place within 28 days.

8. Consultation, determination and publication

8.1 Consultation

The Trust Board will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and

31 January in the determination year. The Trust Board will consult on admissions arrangements at least once every seven years, even if no changes

have been made in that time.

The Trust Board will consult with the following:

- Parents of children between the ages of two and 18
- Stakeholders
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from

8.2 Determination and Publication of Admissions Arrangements

The Trust Board will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Trust Board will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to display them for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

8.3 Variations

The Trust Board will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Trust Board may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

9. LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10. Appeals

10.1 Appeal Process

When informing a parent of their unsuccessful admissions application, The Trust will send written notification of their decision. This will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- Contact details for making an appeal.

Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

10.2 Admission Appeals

The Trust Board will publish an appeals timetable on their website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code' the 'School Admissions Code', other law relating to admissions, and relevant human rights and equalities legislation, for example, the 'Equality Act 2010'.

Timetable.

The Trust Board will set a timetable for organising and hearing appeals that:

- Includes a deadline for lodging appeals which allows appellants at least **20 school days** from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
- Ensures that appellants receive at least **10 school days'** notice of their appeal hearing.
- Includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties.
- Ensures that decision letters are sent within **5 school days** of the hearing wherever possible.

The Trust Board will ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- For applications made in the normal admissions round, appeals will be heard within **40 school days** of the deadline for lodging appeals
- For late applications, appeals will be heard within **40 school days** from the deadline for lodging appeals where possible, or within **30 school days** of the appeal being lodged.
- for applications for in-year admissions, appeals will be heard within **30 school days** of the appeal being lodged.

11. Monitoring and Review

This policy will be reviewed by the Trust Board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties..

Newbottle Primary Academy

Please see page 33 for Aim High Academy Trust Admission criteria.

Northern Saints Church of England Voluntary Aided

Introduction

The Durham and Newcastle Diocesan Learning Trust is the admissions authority for the school. Responsibility for managing admissions is delegated to the Academy Council of the Northern Saints Church of England Academy.

We intend to admit up to 90 pupils to the Reception year group in September 2025.

Applications must be made on the Local Authority Common Application Form, please click on the link above. This form must be returned to the Local Authority by the closing date determined annually. Applications received after the closing date will only be considered after all those received by the closing date.

Parents (see note 1) have the right to express a preference for a school of their choice. In the first instance, all preferences expressed on the Admissions forms 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.

Waiting Lists

Where it is not possible to offer a place at a school, the child will be placed on a waiting list. The waiting list is sorted using the same admission criteria and will be held until the 31st December, after the children start Reception in September. Each added child will require the list to be ranked again in line with the published oversubscription criteria

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made to the Local Authority via their in-year admissions co-ordination scheme. Admissions outside the normal age group will be dealt with as indicated below.

Appeals

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 School Admissions Team or by writing to the Chair of the Local Academy Council at the school address.

The Admission Policy is applied if the number of applications exceeds the number of places available.

Where an application is found to contain false information, the Local Academy Council reserve the right to withdraw their offer of a place.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday and the child's parents are entitled to:-

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend part-time until they reach compulsory school age, or

- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place

outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Further information and advice on the admission of summer born children is available from SUNDERLAND LOCAL AUTHORITY ADMISSIONS TEAM.

Oversubscription criteria

Children with an Education, Health and Care (EHC) plan naming NORTHERN SAINTS CofE Academy will always be offered places. If there is then greater demand for admission than there are places available (oversubscription), the following criteria will be applied in the order set out below

1. **Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see Note 2) including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See Note 3)**
2. **Children with a sibling** (see Note 4) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school
3. **Children who have exceptional medical or social needs** that make it essential that their child attends this school rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 5)
4. **Other children.**

Tie breaker

Proximity of the child's home address (see note 6), as measured by the straight-line distance (see Note 7) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 4 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school

NOTES

Note 1

"Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2

By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

Note 4

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 5

When applying under criterion iii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring this School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 6

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example,

if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 7

The straight-line distance used to determine proximity of the home to the school will be measured by the geographical measuring system as described in the LA admissions booklet.

Oak Learning Trust

Statement of intent

At Oak Learning Trust and all of our schools, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school

Academy

Who is the admission authority?

Academy trust

Who deals with complaints about arrangements?

Schools Adjudicator

Who is responsible for arranging/providing for an appeal against refusal of a place at the school?

Academy trust

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy:
- Data Protection Policy

- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

Roles and responsibilities

The trust board is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria does not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools' Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.

- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The head of school/headteacher is responsible for:

- Liaising with the trust board where relevant regarding admitting pupils to the school.
- Working with the trust board when determining the school's capacity.
- Ensuring that the trust board has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon

Determining a PAN

The trust board will determine PANs for each school within the trust that educates a relevant age group. The trust's PANs for each school are as follows:

- George Washington Primary School: PAN 60
- John F Kennedy Primary School: PAN 60
- Springwell Village Primary School: PAN 30

The trust board will publish its PAN annually. The trust board will notify the LA of any increases to the agreed PANs, and will reference the changes on the school's website. The trust board will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the trust board decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

In line with statutory requirements, the trust board will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN; however, the trust board may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources.

Oversubscription criteria

The trust board will aim to ensure that oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the trust board will apply the following oversubscription criteria, in order of priority given:

- LAC and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children with siblings currently at the school, or whose siblings have left the school within the last three years.
- Children of staff
- Children eligible for pupil premium where they are in a nursery class attached to the school either by location or management.

All pupils who have named the school in their EHC plan will be admitted.

Where two applications cannot otherwise be separated, the trust will follow a fair, clear and effective 'tie-breaker' procedure by allocating the place to the pupil who lives closest to school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

When formulating the school's admission arrangements, the trust board will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these

factors determine a child's pupil premium eligibility, and for children whose parents work at school.

- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children

Catchment areas

The point within the school grounds from which the school will measure any distance or radii is the door of the school entrance. This point will be used to determine the school's catchment area. This will be measured using the child's primary address. The catchment area is a 5-mile radius from the school as the crow flies.

The school will accept pupils from outside the catchment area – oversubscription criteria will apply where applicable.

Siblings of pupils and children of staff

For the purpose of this policy, "sibling" is defined as any brother or sister related by blood or

marriage and any fostered or adopted siblings.

Where oversubscribed, priority will be given to children whose siblings are currently at the school or who attended the school within the last three years.

Where oversubscribed, priority will be given to children for whom staff members have parental responsibility, where the staff member has been employed by the school for two or more years at the time at which the application was made, and/or where the member of staff has been recruited to fill a vacant post where there is a demonstrable skill shortage.

Trustees of the school are included in the staff criteria with regard to admissions for children.

Equal opportunities

The trust board will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the trust board can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the trust board can justify how this is a proportionate means of achieving a legitimate aim.

Admissions procedures

The school will offer open events and/or school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for half a day.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

Consultation, determination and publication

Consultation

The trust board will consult on any proposed changes to the admissions arrangements.

Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The trust board will consult with the following:

- Parents of children between the ages of two and 11
- Stakeholders
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from

Determination and publication of admissions arrangements

The trust board will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The trust board will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The trust board will provide the LA with all of the information it needs to compile the composite prospectus by 8 August in the determination year.

Variations

The trust board will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The trust board may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will

note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The trust board will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the trust board may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the trust board will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The trust board will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the trust board or an admissions committee established by the trust board. A clear record will be kept of all decisions made on applications, including in-year applications.

- The trust board will not refuse admission for a child on the basis that:
- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.
- They have missed entrance tests for selective places.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's head of school/headteacher will assist the trust board in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the trust board will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the trust board will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at

the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the trust board in the event that the scheme is changed substantially from the previous year. The LA will also consult with the trust board and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

The trust board is under a legal obligation, as the school's trust board, to participate in coordination for the normal admissions round, and will provide the LA with all information it needs to coordinate admissions.

In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The trust board will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in—year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The published in-year admissions arrangements will also provide a suitable application form for parents to complete, including a supplementary information form, where necessary, and set out when parents will be notified of the outcome of their application and details about the right to appeal.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The trust board will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 October of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The trust board will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place within 28 days.

Admissions appeals

In circumstances where a school place is refused, parents, and in some circumstances children, will have the right to appeal against a trust's decision to refuse admission.

Where this is the case, the trust board will establish an independent appeals panel to hear the appeal. The appeal panel will perform its judicial function in a transparent, accessible, independent and impartial manner, and operate according to principles of natural justice.

The trust board and the appeal panel will ensure that it acts in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations

2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

Timetable

The trust board will set a timetable for organising and hearing appeals that:

- Includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
- Ensures that appellants receive at least 10 school days' notice of their appeal hearing.
- Includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties.
- Ensures that decision letters are sent within 5 school days of the hearing wherever possible. The trust board will publish an appeals timetable on their website by 28 February each year.

The trust board will ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals
- For late applications, appeals will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
- for applications for in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.

Notifying appellants of the right to appeal and the appeal hearing

When informing a parent of their unsuccessful admissions application, the trust board will send written notification of their decision. This will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- Contact details for making an appeal.

Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. The trust board will not limit the grounds on which an appeal can be made.

The trust board will provide appellants with written notification of the date and all final arrangements of the appeal hearing no later than 10 school days before

the hearing. This notification will include the deadline for the submission of any further evidence that was not sent in the original appeal.

The trust board will comply with any reasonable request for information from parents to help them prepare their case for the appeals hearing.

The trust board will ask appellants whether they intend to call any witnesses or be represented at the hearing and inform them that they may waive their right to 10 school days' notice of the hearing if they so wish.

Constitution of appeals panels

The trust board will appoint a clerk to the appeal panel who is independent of the school and the education functions of the trust. The clerk will have sufficient knowledge of the 'School Admission Appeals Code', the 'School Admissions Code', other law relating to admissions and other relevant law, as well as being able to offer advice to enable the panel to undertake its judicial function.

The appeals panel will comprise of a chair and at least **two** other panel members.

The panel will also include at least one lay person and **one** or more people with experience in education.

In accordance with 'The School Admissions (Appeal Arrangements) (England) Regulations 2012, the clerk to the panel will ensure that no disqualified person is allowed membership of the panel. A person will be disqualified if they are:

- A member of the LA in whose area the school is located.
- A member or former member of the trust board of the school.
- An employee at the LA, or the trust board of the school, other than a teacher or TA.
- Any person who has, or at any time has had, any connection with the trust board, school or LA who may not act impartially.
- Any person who has not attended training required by the trust board arranging the appeals panel.

The trust board will ensure that panel members and clerks will not take part in hearings until they have received appropriate training as outlined within the 'School Admissions Appeals Code'.

The trust board will ensure that panel members are independent from the school and will remain independent for the duration of their service.

The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining the roles of the clerk and the panel and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

The trust board will indemnify the members of the appeals panel against any legal costs and expenses they incur in connection with any decision taken in good faith whilst acting as a member of the appeals panel.

Members of the appeals panel will be eligible to receive travel and subsistence allowances where applicable, and will, where appropriate, be compensated for any loss of earnings or expenses.

Evidence

All evidence relating to the appeal hearing will be passed on to the clerk. This evidence will include details of:

- How the admission arrangements and the co-ordinated admissions scheme apply to the appellant's application.
- Reasons for the decision to refuse admission.
- How the admission would cause prejudice to the education provision of the school.

The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

Attendance and representation

It is the trust board's responsibility to make arrangements for appeal hearings. Appeal hearings can be held in person, remotely by video conference or a mixture of the two (a hybrid hearing).

Appeal hearings held entirely by telephone will only be permitted where video conferencing cannot be used relating to connectivity or accessibility and if the appellant and presenting officer both agree.

Regardless of the forum chosen, appeal panels will allow appellants the opportunity to make oral representations.

The trust board will provide a presenting officer to attend the hearing and present the trust's case to the panel, ensuring that this person is a member of staff who is well acquainted with the school.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary, either in person or remotely

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeals hearings

Where appeal hearings are held in person, the trust board will take all reasonable steps to ensure the venue is appropriate, accessible to appellants,

and has a suitable area for appellants and presenting officers to wait separately from the panel before and between appeals.

Appeal hearings that are held remotely will be held in such a way that means the appeal is capable of being heard fairly and transparently. Attending parties will be able to present their cases fully and the trust board will be satisfied that each participant has access to facilities that allow them to engage in the hearing at all times.

Where a hybrid hearing is to take place, the arrangements above will be complied with as appropriate.

Hearings, whether conducted in-person or remotely, will be held in private. The order of appeal hearings will be as below:

Case for the trust board.

Questioning by the appellant(s) and panel.

Case for the appellant(s).

Questioning by the trust board and panel.

Summing up by the trust board.

Summing up by the appellant(s).

Reaching a decision

When reaching a decision, the trust board will follow the specific two stage process outlined in section three of the 'School Admission Appeals Code'.

Admission appeals regarding infant class sizes only In cases where the trust board has refused to admit a child on the grounds that admitting an additional child would breach the infant class size limit and there are no measures that can be taken to avoid this without prejudicing the provision of efficient education or efficient use of resources, the two-stage process outlined in Section four of the 'School Admission Appeals Code' will be followed.

Decisions will be decided by a simple majority of votes cast. If votes are split equally, the chair will make the casting vote. The panel will either uphold or dismiss an appeal and will not uphold an appeal subject to any specified conditions.

To communicate the decision made, the panel will send a letter to the appellant, signed by the clerk or chair of the appeals panel, no later than **five school days** after the decision has been made.

The decision letter will contain clear reasons for the panel's decision and a summary of the relevant factors raised by the parties and considered during the hearing. In the case of applications outside the normal admissions round, the trust board will ensure that the pupil is admitted to the school without unnecessary delay.

Appeals by the parent of a child with an EHC plan against the choice of school named in the EHC plan will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

In cases where there are multiple appeals, the trust board will ensure that, where possible, all appeals are heard by the same appeals panel with the same members, and that no decisions are made until all the appeals have been heard.

In all hearings the clerk to the panel will ensure that an accurate record is taken of the points raised at the hearing, including the proceedings, attendance, voting and reasons for decisions. These notes will be kept securely by the trust for a minimum of two years and are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Further appeals and complaints

Appellants will not have the right to more than one appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the LA has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

The trust board will inform parents about their right to complain about maladministration on the part of an appeal panel and the arrangements to follow.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Monitoring and review

This policy will be reviewed by the trust board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is autumn 2025.

Our Lady Queen of Peace Catholic Primary

Please note that the policy for Our Lady Queen of Peace Catholic Primary School was unavailable when the booklet was published.

Oxclose Primary Academy

The Board of Trustees for Discover Learning Trust is the Admissions Authority for Oxclose Primary Academy. The Trust Board intends to admit up to 30 pupils into Reception in September 2025. This arrangement follows consultation between the Trust Board, the Local Authority (LA) and all other schools in the area who are their own Admissions Authority.

All applications must be made using the LA Application Form (available from the LA) and completed 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 which names Oxclose Primary Academy will automatically be offered a place in the Academy.

The admissions criteria will only be applied if there are more preferences expressed than spaces available. The following criteria will be applied in that instance:

1. **A ‘Looked-after’ child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** - 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) and a **‘Looked-after’ child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. **Sibling link** – A child who has an older brother/sister who will still be attending Oxclose Primary Academy at the time of admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **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 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 Senior Leadership Team.

4. Children of a member of school staff who has been employed for two years or more at the time at which the application for admission to school is made.
5. Children 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 child then qualifies for a place at more than one school, the parent/carer'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 parent/carer's 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.

Children who do not receive an offer of a place are automatically placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until 31st December, after the children start school in September.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Trust Board 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.

This policy must be read in conjunction with Sunderland City Council's Admission to Primary Schools (including Infant & Junior Schools) - INFORMATION FOR PARENTS 2025–2026 booklet. Please see the link on the Academy's website.

Plains Farm Academy

Please see page 120 for Inspire Multi Academy Trust admission criteria.

Redby Primary Academy

The Trust Board of Tynecoast Academy is the Admissions Authority for Redby Academy. The Trust Board has delegated a committee, of the Local Governing Body, to consider all applications for Redby Academy sent to them by the Local Authority, according to the criteria listed below.

Obtaining a place in Redby Academy Nursery does not guarantee your child entry to Reception class in Redby Academy. There is a different admission policy that applies for entry into Reception, which is set by the local authority admissions team.

Applications for Reception, should be made on the Common Application Form (available from the Local Authority) and be submitted by the determined closing date. An offer will be made by the local Authority on behalf of Redby Academy on National Offer Day. Applications received after the closing date, will only be considered once applications received, by the closing date, have been processed. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the Trust Board to make an informed decision. Applications for in-year admissions must be made on the School Transfer Application Form (available from the Local Authority) and should be forwarded by the current school for consideration.

Children with an Education, Health and Care Plan

Children who have an Education, Health and Care (EHCP) where the academy is 'named' as the most appropriate educational setting for the child, will be admitted.

Published Admission Number

The current Published Admission Number (PAN) for this Academy is 60.

The Admission Criteria within this policy is applied if the number of applications exceeds the number of places. The criteria is set out in the order below:

Admission Criteria

1. Looked After Children

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) and children who were previously looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form

2. Siblings

Children with a sibling, attending Redby Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling, if the child for whom the place is sought is living in the same family unit at the same address as that sibling. Evidence of cohabitation to fulfil this requirement may be requested.

3. Children of Staff

Children of staff who have been in post for two or more years or have been recruited into a position for which there is a demonstrable skill shortage.

4. Distance from Academy

Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address, taken to be the address (where the child mainly resides), to the main entrance of Redby Academy using the Local Authority's computerised measuring system (GIS – Geo Information System). Those living closer to the school will receive the higher priority.

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 academy 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 a Geographical Information System (GIS)

Parents, who are unsuccessful in securing a place for their child at Redby Academy, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Governors at the Academy address. Appeals are heard by an independent panel.

Ryhope Infant School Academy

The Board of Trustees of the Ryhope Infant School Academy is the Admission Authority for this school on behalf of the Academy Trust. This means that a committee of the Trustees considers all applications sent to them by the Local Authority, according to the criteria as stated below.

This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2014"

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the Trustees to make an informed decision.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance, all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered.

Children who have an Education, Health and Care Plan which names Ryhope Infant School Academy will be offered a place.

The admissions policy is applied if the number of applications exceeds the number of places available.

The Board of Trustees intends to admit up to 65 pupils into Reception in September 2025, in accordance with the following criteria, in the following order of priority.

1. **Looked After Children** – This refers to children who are looked after by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, a residence order or special guardianship order). It also refers to children who is regarded as having been in state care in a place outside of England, if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parent/carers are asked to send evidence of an 'Order' as supplemental information with their application form, in order for the Admission Authority to consider the application.

2. **Siblings** – Children who have an older sibling attending Ryhope Infant School Academy at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **Feeder school** – Children who attend the Nursery class at Ryhope Infant School Academy in the previous academic year to admission into Reception.
4. **A sibling link** - Children who have an older sibling attending Ryhope Junior School at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling
5. **Neighbourhood places** – Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child’s home address (including flats) - taken to be the address in which the child mainly resides - to the centre the school – whichever is the closest) using the Local Authority’s computerised measuring system (GIS – Geo-Information System). Those living closer to the school will receive the higher priority. Proof of residency will be sought in the form of a Council Tax Bill or electoral role eligibility. No other means of proving residency will be accepted. Requests for evidence will be sent to applicants following the national closing date for Reception applications. Reception places awarded under “neighbourhood places” will be offered to those able to provide proof of residency in the first instance.

Tie Breaker: if in any category there may be more applicants than places available, the shortest, safest walking distance from the child’s home to the school measured using the Local Authority’s computerised measuring system will be used, according to criteria in these categories.

NOTES

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Trustees will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

Information given by parents which is found to be intentionally fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Trustees at the Academy address. Appeals are heard by an independent panel.

Children who are unsuccessful in securing a place at the Academy will be placed on a waiting list which will be held by the Academy until the end of Year 2, in conjunction with the local authority. Should a place become available then the admissions criteria will be applied to every child on the waiting list at the time of the vacancy.

This policy was adopted following a six-week consultation period that lasted from 7th December 2018 to 18th January 2019. The consultation process will take place no less than once every seven years in line with Government guidance, and is currently scheduled for December 2025.

South Hylton Primary Academy

Introduction

This policy document is intended to provide an easily understandable process for parent and carers as well as being accessible, open and fair.

South Hylton Primary Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice), including Section 149 Equalities Act, as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Trust Board.

South Hylton Primary Academy will work in accordance with the 'Monitoring Panel'.

South Hylton Primary Academy will continue to participate in the coordinated admission arrangements operated by Sunderland Local Authority (LA).

Notwithstanding these arrangements, the Secretary of State may direct South Hylton Primary Academy to admit a named pupil to the school on application from a LA. Before doing so, the Secretary of State will consult with South Hylton Primary Academy.

Two-year-old setting

South Hylton Primary Academy offer 10 places, mornings and afternoons for two-year-olds who are eligible for the free 15-hour provision. Criteria for eligibility is set out below. Also available for working parent entitlement.

You must be getting one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit – if you and your partner have a combined income from work of £15,400 or less a year, after tax
- support through part 6 of the Immigration and Asylum Act
- tax credits and have an annual income under £16,190 before tax
- the guaranteed element of State Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Children are also entitled to a place if there are fewer applications than places available then every child meeting the above criteria will be offered a place.

Applications for the two-year-old setting can be made via the school office.

South Hylton Primary Academy offer 12 places, mornings only, for two-year-olds who are eligible for the free 15-hour provision. Criteria for eligibility is set out below.

You must be getting one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit – if you and your partner have a combined income from work of £15,400 or less a year, after tax
- support through part 6 of the Immigration and Asylum Act
- tax credits and have an annual income under £16,190 before tax
- the guaranteed element of State Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Children are also entitled to a place if there are fewer applications than places available then every child meeting the above criteria will be offered a place.

Applications for the two-year-old setting can be made via the school office.

Arrangements for admission to the nursery

The admission arrangements for the Nursery phase (age range 2–4-year-olds) of South Hylton Primary Academy, subject to any changes approved by the Secretary of State are:

- South Hylton Primary Academy has an admission number of 45 (3-4yr old) children (FTE) in the Nursery. These will be made up of 90 part time places. Each child will have their entitlement of 15 hours of free Nursery education which extends to at least 30 hours for working parents who fit the criteria. You can register your child to start Nursery with the school office immediately after their second birthday and places are allocated in the term after their third birthday.

Arrangements for admission to the primary phase

The admission arrangements for the primary phase age range (4 - 11 year olds) of South Hylton Primary Academy subject to any changes approved by the Secretary of State are:

A child is entitled to a full time school place in the September following their 4th birthday although they do not legally have to start school until the term of their 5th birthday. In Sunderland all children normally start together in September. If your child's 5th birthday is on the summer term it is not possible to defer entry into reception for a full academic year, however it is possible to defer admission into Reception until the term after their 5th birthday.

Parents have a right to express a preference for a school of their choice.

Applications must be made on the Common Application Form (available from the

Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications can be accessed at www.sunderland.gov.uk/admissionsonline

The preference period lasts from September until January and it is vital that preference forms are received in this time. If they are not, the school admissions team will consider them as 'late', which could reduce the chance of your child getting their first choice of school. An offer of school place will be sent to parents/carers in April. This offer must be accepted and returned to the school admissions team. If your child has not been successful in securing a place, information about the statutory right to appeal will be enclosed.

Key dates for September 2025 Admissions into Reception (TBC)

South Hylton Primary Academy has a Pupil Admission Number (PAN) of 30 per year. The admission criteria, which follows LA guidelines, is as follows and will be applied in the event of South Hylton Primary Academy being oversubscribed.

Definitions:

A Looked after Child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order - 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).

A Looked after Child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

A **sibling link** where there will be an older brother or sister (a sibling) in attendance at the school at the date of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner where the children live at the same address.

Exceptional medical or psychological reasons Children with a specific medical reason needing to go to the school. For example, where the child or one or both parents has a disability, which means that they can only go to one school. Supporting evidence from a doctor, psychologist or other professional involved with the child must be provided. The evidence must relate specifically to the school for which the application is being made and must clearly demonstrate why it is the only school that can meet the child's needs and explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted before the closing date. If the required evidence is not provided, the Admissions Authority will be unable to consider giving the child higher priority.

The measure of the straight-line distance from a single fixed central point at the school to a point in the center of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system. This is an objective measurement, which does not take into account factors such as the safety of routes or the needs for some families to take other children to a different school or schools. Available places will be allocated to those applicants living the nearest.

Mid-term transfers

If a parent/carer would like their child to transfer to South Hylton Primary Academy during the school year or in any Year group other than reception at the start of an academic year, then a school transfer application form must be completed. In order to make this process as efficient as possible we ask that parents:

- Approach the school office in the first instance to check that there are places in the required year group.
- Arrange a visit to us, during the school day to ascertain if this is indeed the right environment for your child.
- Complete part A of the transfer form and return to the school office of your child's current school, part B will then be completed and forwarded to South Hylton Primary Academy.
- We will then negotiate the best start date for your child.

Transfer forms can be accessed from the school office, on the admissions page of www.sunderland.gov.uk or from the school admission team based at Sunderland Civic Centre, Sunderland, SR2 7DN.

Right of appeal

There will be a right of appeal to the Independent Appeals Panel for unsuccessful applicants.

Consideration of applications

South Hylton Primary Academy will consider all applications for places. South Hylton Primary Academy will offer places to all those who have applied.

- It will not be possible to change preferences after the closing date for applications.
- Late applications will be processed after all those received on time.
- Children will be kept on a waiting list for any school ranked higher on their application than the school they have been offered and will be allocated a place if one becomes available.

Parents will have two weeks to return an acceptance form. If an acceptance form is not received it will be assumed that a place is no longer required.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Academy will operate a waiting list. Where in any year South Hylton Primary Academy receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term (31st December). This will be maintained by South Hylton Primary Academy and it will open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in this policy. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision with regards to South Hylton Primary Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

Annual procedures for determining admission arrangements

Consultation

South Hylton Primary Academy shall consult every 7 years on its proposed admission arrangements, unless there are changes to the admission arrangements, in which case a consultation will take place.

South Hylton Primary Academy will consult in accordance with the statutory procedure.

Determination and publication of admission arrangements

Following any consultation, South Hylton Primary Academy will consider comments made by those consulted.

South Hylton Primary Academy will then determine its admission arrangements by

15th April (subject to LA confirmation) of the relevant year and, if necessary due to their having been a consultation, will notify those consulted on what has been determined.

There is a right for people to object about the policy to the Schools Adjudicator (OSA). See the Schools Adjudicator website for more information on how to do this. Objections for the admissions arrangements for 2025/26 must be made by May 2025.

Appendix A – Admission policy for nursery – universal and extended entitlement

All children are entitled to 15 hours of free nursery provision provided during term time. From September 2017 some children will be entitled to an additional 15 hours (extended entitlement).

It is important that parents let us know if they are eligible and what their requirements would be as this will help plan out provision for September. Please complete and return the application form to the school office.

At South Hylton Primary Academy we offer the following patterns of provision:

Universal entitlement

Universal entitlement is 15 hours per week, 5 mornings a week (08.45am to 11.45am)

Eligibility for extended entitlement criteria

Your child will be eligible from the start of the term after their 3rd birthday until they start reception class if they meet the following criteria.

- Both parents are working (or the sole parent is working in a lone parent family) and each parent earns, on average £120 per week or more.
- Each parent (or the sole parent) earns a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW)
- Each parent earns less than £100,000 per year
- The family lives in England

Foster carers are **not eligible** for the extended entitlement for the children they foster. This does not affect eligibility for their own children, as long as they meet the eligibility requirements.

Families where on parent does not work (or neither parent works) will not usually be eligible.

For further information and to check eligibility please log on to www.childcarechoices.gov.uk

Admission criteria

All children subject to the availability of places, will normally be admitted to the nursery class at the start of term after their 3rd birthday i.e. at the start of term in

September, January or after the Easter break. However, we do respond to requests from parents who would like their child to start nursery as soon as possible after their 3rd birthday. This is subject to availability of spaces and successful completion of a short transition to allow your child to settle into the nursery setting.

This school has an induction procedure to enable your child to be successfully integrated with others and get used to school life. During the induction period your child may not receive their full free entitlement and you may be asked to attend one or two sessions to ensure your child has a smooth beginning to their time in nursery.

To apply for a place in our nursery class for this September intake or subsequent terms, you must complete and return your application form to the headteacher or school business manager.

If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

Oversubscription criteria

If there are not enough places available for all applicants we will allocate places in the following order:

- Children who will have their 4th birthday during current academic year and would only have the opportunity to benefit from three terms of nursery education.
- Children who will have their 3rd birthday during the autumn term of the current academic year.
- Children who will have their 3rd birthday during the spring term of the current academic year.
- Children who will have their 3rd birthday during the summer term of the current academic year.

If within any one group there are more applications than places available then places will be allocated by applying priorities 1 to 7 listed below:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who will access either their full universal entitlement or full extended entitlement within this nursery.
3. Children who live in the school's catchment area.
4. Children who live in Sunderland and who will have a brother or sister at the school, during the coming academic year.
5. Children who have exceptional medical or social ground. (See point a below).
6. Other children who live in Sunderland.
7. Children who live outside Sunderland, but only if places are otherwise likely to remain available during the academic year.

Point A

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e., a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools, we will not consider such application if the relevant professional evidence is not provided. This evidence will be assessed by a panel of governors and the headteacher. No assumption should be made that submission of the relevant evidence will, in itself be sufficient to allocate a place.

Tie breaker

If, after applying all of the above there is a tie between two or more children then priority will be given to the child or children that live nearest to the school measured as the crow flies (in a straight line from the centre of the home residence to the main entrance of the school).

Allocation of places

Parents/carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated as follows;

- In order of date of application received (starting from the earliest)

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Change in circumstances

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, then that child will be offered the extended entitlement subject to the admission criteria set out above. If no place is available, the child will be placed on the waiting list for the extended entitlement.

If a child loses their eligibility at any point after the allocation of places, parents/carers and headteacher will agree the pattern of attendance for the universal entitlement.

Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the headteacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using the normal complaints procedure.

Admission into reception

Obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to reception class. There is a different admission policy that applies for admission to infant and primary school entry which is set by the local authority admissions team. You must apply again in the September before your child's 4th birthday for admission to an infant or primary school.

Review

This policy will be reviewed annually by admission authority.

Springwell Village Primary

Please see page 153 for Oak Learning Trust admission policy.

St Anne's Catholic Primary School

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

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the former parishes of St Anne's, Pennywell and Holy Family, Grindon within the parish of St Anne and Holy Family. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parishes of St Anne's, Pennywell and Holy Family, Grindon within the parish of St Anne and Holy Family. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that 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.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 Mrs D Hall at the School. [www.stannesrcprimary.org.uk]

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, as set out above, 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). The parent has the right of appeal to an independent appeal panel if refused a place.

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 both the diocese and 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 (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.

6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

- ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

St. Bede's Catholic Primary

St Bede's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the former parish of St Bede's, Washington within the parish of St John XXIII, Washington and Penshaw. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parish of St Bede's (See notes 3&11)
3. Catholic Children whose home address is outside of the boundaries of the former parish of St Bede's but within the parish boundaries of St. John XXIII, Washington and Peshaw. (See notes 3 and 11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children with an older sibling in school in September 2025.
8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
9. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
10. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 12)
- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but

not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group.

Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 Head Teacher, St Bede's Primary School, Hampshire Place, Washington, Tyne and Wear, NE37 2NP. [www.stbedesrcprimary.org.uk]

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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. 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. 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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a

Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **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.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. St Bede's Catholic Primary School serves the former parish of St Bede's, Washington within the parish of St John XXIII, Washington and Peshaw.
12. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

This policy should be read in conjunction with the local authority's admission guidance

St Benet's Catholic Primary

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

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St Benet's, Sunderland. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The governing body has set its published admission number (PAN) at 45 pupils to be admitted to [the reception year] in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Benet's, Sunderland. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that 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.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

Parents should apply directly to their 'preferred' school using the Sunderland School Transfer Application Form. Parents can seek advice from the Schools' Admissions Team. [www.stbenetsschoolsunderland.org.uk]

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 both the diocese and 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 (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness

and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child’s **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
- i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

St Cuthbert's Catholic Primary

St Cuthbert's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the parishes of Immaculate Heart of Mary, Sunderland, Holy Rosary, Sunderland and the former parish of Holy Family, Sunderland within the parish of St Anne and Holy Family. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parishes of Immaculate Heart of Mary, Sunderland, Holy Rosary, Sunderland and the former parish of Holy Family, Sunderland within the parish of St Anne and Holy Family. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 Mrs J. Ward, St. Cuthbert's R.C. Primary, Grindon Lane, Grindon, Sunderland, Tyne & Wear, SR4 8HP. [www.stcuthbertsprimaryschool.co.uk]

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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:
- i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

St John Bosco Catholic Primary

St John Bosco Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the parish of The Sacred Heart and St John Bosco, Sunderland. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to our Reception class in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of The Sacred Heart and St. John Bosco, Sunderland. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 School Office:

St. John Bosco RC Primary School, Bradford Avenue, Sunderland SR5 4JW.

Telephone Number: 0191 5536921

E-Mail: stjohn.bosco.primary@schools.sunderland.gov.uk

[www.stjohnboscosunderland.org.uk]

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, as set out above, 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).

The parent has the right of appeal to an independent appeal panel if refused a place.

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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions

authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

St John Boste Catholic Primary

St John Boste Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the former parish of St John Boste, Washington within the parish of St John XXIII, Washington and Penshaw. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parish of St John Boste (see note 3)
3. Catholic children whose home address is outside of the boundaries of the former parish of St John Boste but within the parish boundaries of St John XXIII, Washington and Penshaw
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children with an older sibling in school in September 2025.
8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
9. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
10. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but

not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group.

Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 Mrs Denise Cushlow at St John Boste Catholic Primary School. [www.stjohnbostepriamary.org.uk]

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, as set out above, 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). The parent has the right of appeal to an independent appeal panel if refused a place.

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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child’s **“home address”** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

St Joseph's Catholic Primary School, Sunderland

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in this policy. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admissions policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the policy is delegated by the Trust to the Local Governing Committee

Parishes Served by the School

The school serves the parish of St Joseph's Sunderland. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2025.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed in this policy, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round. The child will be admitted where there are available places.

Parents should apply directly to the school by contacting sjoffice@stjosephssunderland.school or by ringing 0191 5108484. The Sunderland School transfer form should be used. www.stjosephssunderland.school.

Parents can seek advice from the Schools' Admission Team. Where there are places available but more applications than places, the published oversubscription criteria, as set out below, 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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False Evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Joseph's Sunderland (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order

- (i) Where evidence is provided at the time of the application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made (see note 11)
- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 9)

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 on the basis from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system, (GIS.) This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate an exceptional social, medical or pastoral need of the children which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest

This policy should be read in conjunction with the local authority's admission guidance.

St. Joseph's Catholic Primary School, Washington

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the former parish of Our Blessed Lady Immaculate, Washington within the parish of St. John XXIII, Washington and Peshaw. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children whose home address is within the boundaries of the former parish of Our Blessed Lady Immaculate (see note 3, 8 and 11)
3. Catholic Children whose home address is outside of the boundaries of the former parish of Our Blessed Lady Immaculate but within the parish boundaries of St. John XXIII, Washington and Penshaw. (see note 3, 8 and 11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Atechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children with an older sibling in school in September 2025.
8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
9. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
10. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 12)
- ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

In the event of distance 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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed below, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 Head Teacher, St. Joseph's Catholic Primary School, Village Lane, Washington, NE38 7HU. [www.washingtonstjosephs.com]

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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child is a child** who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's "**home address**" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:
- i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. St Joseph's Catholic Primary School serves the former Parish of Our Blessed Lady Immaculate, Washington within the parish of St. John XXIII, Washington and Penshaw.
12. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

St Leonard's Catholic Primary

St Leonard's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the former parish of St Leonard's within the parish of Jeanne Jugan. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parish of St Leonard's within the parish of Jeanne Jugan (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round. The child will be admitted where there are available places.

Parents should apply directly to the school by contacting sle_office@stleonardsprimary.org.uk or by ringing 0191 5210300. The Sunderland School Transfer Application Form should be used. [www.stleonardsprimary.org.uk]

Parents can seek advice from the Schools' Admission Team. Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available request can be made for the child to be added to a 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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.

6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child’s **“home address”** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

- (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
 11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

This policy should be read in conjunction with the local authority’s admission guide

St. Mary's Catholic Primary

St Mary's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the parish of Our Lady of Mercy, Sunderland. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 60 pupils to be admitted to the reception year in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of Our Lady of Mercy, Sunderland. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of a member of staff who has been employed at the school for two years or more, at the time at which the application for admission to the school is made (see note 11)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 12)
- ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time. Governors will meet to consider all applications after the closing date which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 officer at the school. [www.smrc.school/index.htm]

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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission

number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child’s **“home address”** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. A member of staff includes all school staff who are under the direct employment of the admissions authority of the school.
12. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

St Michael's Catholic School

St Michael's Catholic School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the parishes of St. Michael's, Houghton-le-Spring. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its admission number 30 pupils to be admitted to the reception class in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Michael's, Houghton-le-Spring (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 Mrs. M. Wilson, Headteacher, St. Michael's Primary School, Durham Road, Houghton-le-Spring DH5 8NF. [www.stmichaelscatholicschool.co.uk]

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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness

and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child’s **“home address”** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

St. Patrick's Catholic Primary

St Patrick's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the parish of St Patrick's in Ryhope, Sunderland. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Patrick's, Ryhope. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)
- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 admissions authority 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the admissions authority that 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place 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 Headteacher at St Patrick's RC Primary School. [www.stpatricksryhope.co.uk]

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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness

and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child’s **“home address”** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

Town End Academy

The Trust Board of WISE Academies will be the Admission Authority for this academy. This means that a committee with delegated powers considers applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Board of Trustees, all other Admissions Authorities in the area and interested parties and parents. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admission Code 2021".

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis whereby all applications are considered at the same time, irrespective of the order of preference. 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.

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents should provide supplemental evidence in support of the application where applicable. The Local Authority undertakes the co-ordination of admission arrangements.

Published Admission Number

The Published Admission Number (PAN) for this Academy is 30.

The Admission criteria within this policy is applied if the number of applications exceeds the number of places.

Admission Criteria

If the academy is oversubscribed (i.e. where the number of applications for admission exceeds the number of places available) the committee of the Trust Board of WISE Academies, as the admissions authority will apply the following criteria in the order set out below:

Children with an Education, Health and Care plan

Children who have an Education, Health and Care (EHC) plan where the academy is named as the most appropriate educational setting for the child will be admitted.

1. Looked after children

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children’s Act 1989(b) and children who were previously looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.

2. Siblings

Children who have a sibling attending Town End Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Exceptional medical or psychological reasons

Parents must include a medical or psychological report, prepared by a professional, to confirm information that parent includes in this section. This report should explain why only this academy could meet the 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. It will be for the committee of the Trust Board responsible for admissions to determine whether the evidence is acceptable under this criteria.

4. Feeder School

Children who attend the Nursery Class of Town End Academy in the previous academic year to that of their application.

5. Neighbourhood Places

Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child’s home address (including flats) - taken to be the address in which the child mainly resides - to the main entrance of the academy (Borodin Avenue entrance) using a geographical information system (GIS). Those living closer to the academy will receive the higher priority.

If required by the Trust Board after the closing date for applications, proof of residency will be sought in the form of a Council Tax Bill, and should be correct at the date of closing for applications . No other means of proving residency will be accepted.

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 academy 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 a 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 academy.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the academy, to be deferred to later in the academic year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the academic year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the academy in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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. Any such request should be made in writing to the Headteacher of the academy. The committee responsible for admissions 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 academy, the committee will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the Reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the Local Authority should include this request. The Local Authority will liaise with the academy, and the committee responsible for deciding upon admissions 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 academy, the committee will take into account the views of the parents and of appropriate medical and education professionals. Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the academy office. 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. If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 31st December each year, in case any vacancies arise

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 academy'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. Applications should be made by contacting the academy office. 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.

Late Applications

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

therefore encouraged to ensure that their application is received on time as late applications will be considered after those that had been received by the published deadline.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the academy is oversubscribed and their child is refused a place.

Right of Appeal

Parents will have the right to an independent appeals panel if they are dissatisfied with the outcome of their admission application. Appeals will be carried out in accordance with the Admission Appeals Code. Any decision of the independent appeals panel will be binding on all parties. Appeals should be directed to The Secretary to the Trust, WISE Academies Head Office, Borodin Avenue, Sunderland SR5 4NX or governance@wiseacademies.co.uk

Home address

This must be the address where parents and child normally live and they must be living there on the closing date for receipt of application. Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. Confirmation of address will be required.

In-year Admissions

The academies is able to accept in-year admission applications directly from parents. An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

Local authorities are still required to co-ordinate admission applications in the normal admissions round. In-year applications will be determined by the academy on the basis of this policy.

Nursery Class Applications

Nursery Application Forms are available from the academy office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the academy's admission criteria by order of priority. Additional forms of identity may also be required to establish eligibility.

Important notes to parents:

Evidence of identity

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

False Evidence

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

Incomplete applications

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Trust Board will suspend the application until parents agree. This will mean that if the closing date has passed, the child will not be considered in the admission round and if all places have been allocated then the child will not be given a place and the application may be treated as a late application.

Please note that attendance at the Academy's nursery does not guarantee admission to the reception year group and a separate application for admission to the reception year group will have to be made.

This policy should be read in conjunction with the Local Authority's admission guidance for parents.

Valley Road Primary Academy

Valley Road Academy welcomes applications for admission into school from pupils of all cultures, races and backgrounds and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. Choosing a school for your child is one of the most important decisions you will make as a parent, Valley Road Academy, along with the Local Authority will support parents to understand and be successful in the admissions/transfer process.

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.

Valley Road Academy has a published admission number (PAN of 60) per year group. The admission criteria for school is as follows:

- Cared for children that is 'children cared for' by the Local Authority in accordance with section 22 of the children's Act 1989(b). A previously cared for child, including those from outside state care in England
- A sibling link –an older brother/sister including adoptive or step-children that share the same parent/carer and live at the same address.
- Exceptional medical or psychological reasons – medical, psychological reports must be confirmed by a professional and explain why their needs will be met at Valley Road Academy.
- All other children

Two Year Olds

We currently offer morning places where available for two year olds who are eligible for the free 15 hours provision. Criteria for eligibility is available on the Together for Children website. Applications can also be made in school.

Nursery Admissions

We have a 60 place nursery; currently, we operate a morning only session. You can register your child for school nursery once they have reached their second birthday, places are allocated in the term after they are three. This is usually in the following September; however if there are available places they may be enrolled in January or after Easter. You will be sent an offer of a place letter informing you of your child's start date. If places are oversubscribed the school will work with the local authority in allocating places.

Registration forms are available from the main school reception.

Admission into Primary School

Legally children do not have to start school until the term after their 5th birthday. In Sunderland Local Authority, all children normally start together in September. If your child's 5th birthday is in the summer term it is not possible to defer entry into Reception for a full academic year; however it is possible to defer admission into Reception until the term after their 5th birthday. Parents/carers wishing to defer entry must apply using the application form for the child's normal year of entry. Further guidance regarding request for deferred entry can be accessed at www.sunderland.gov.uk/admissions-infant-junior-primary

Parents have the right to express a preference for a school of their choice. Applications must be completed as there is no guarantee of a place for any child even if your child is attending an attached nursery or has older siblings already attending school. Applications can be accessed at www.sunderland.gov.uk/admissionsonline.

Once completed forms can be returned to school, emailed to school admissions or returned to any of the Council's Customer Service Centres. The preference period lasts from October until January 15th 2025 and it is vital that preference forms are received in this time. If they are not, the School Admissions Team will consider them as 'late', which could reduce the chance of getting a place at your first-choice school. Late applications will only be considered after the ones received on time unless there is a genuine reason. Examples of this would be moving into the area, dealing with the death of a close family member or a change of circumstances for a 'cared for' child. Circumstances such as these should be explained on the application form.

An offer of a school place will be sent to parents/carers in April. The offer must be accepted and returned to the School Admissions Team, if your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

Admission into Secondary School

Children generally transfer to secondary school when they are 10/11 years old and in year 6 of primary/junior school.

As with admission to primary parents have the right to express a preference for a school of their choice. The preference period for secondary school opens in September and closes on 31st October. Late applications will only be considered after those received on time.

Applications can be accessed at www.sunderland.gov.uk/admissionsonline. If parents/carers do not have access to the internet applications will be available in paper form from school reception where they can be completed and emailed off, alternatively applications can be made at any Council Customer Service Centre. Offers of school places will be sent out on March 1st. Once an offer of a place is received you must confirm acceptance. If your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

Mid-term transfers

If parent/carer wishes their child to transfer school during the school year a transfer application form must be completed. In order that this process is quick and efficient the following steps should be taken;

- The receiving school should be contacted by parent/carer to confirm there are places in the required year group.
- Part A of the transfer application should be completed by parent/carer, part B will be completed by school and signed by Mrs Bowman, Headteacher, or Mrs McDaid, Deputy Headteacher. It is also good practice to meet with the above or Family Support Worker Angela Hibbert or Charlotte McKinney.
- Valley Road Academy will then send the completed form to the receiving school.
- If places are available schools will negotiate a start date and communicate this to school admissions. If no places are available the schools appeals process will be coordinated by the school admissions team.
- Once a child is admitted onto the school roll, their name will be added to a 'pupil admitted to school outside of normal transition period' form which is submitted to EHAAT@togetherforchildren.org.uk.
- This is in accordance with regulation 12 Education (Pupil Registration) England (Amendment) Regulations 2016

Transfer applications can be accessed from school reception, are available on the school admissions page of www.sunderland.gov.uk or from the school admissions team based at the City Hall, Sunderland SR1 3AA telephone number 0191 5611425/ 5611447

SCHOOLS/ACADEMIES STATUTORY DUTY TO ADMIT PUPILS

Regarding Academy direction the Council has the following powers of direction:

Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision

Should an applicant be unplaced but not be eligible for fair access it is expected that they are offered a place at the school for which they have applied. In circumstances where following negotiation a school/ academy refuses to admit an unplaced applicant and cannot provide sufficient rational to support this decision the Council will seek to use its powers of direction or will seek the secretary of state to direct the school/ academy to admit.

REFUSAL TO ADMIT PUPILS WITH CHALLENGING BEHAVIOUR

The School Admissions Code includes provision for a governing body of a school which does not wish to admit an unplaced child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the local authority for access under the Fair Access Protocol. Details of this can be found on the **Together for Children website – in Year application Process**.

In addition to the refusal of an admission in a year group where there are no remaining places, Para 3.12 of The School Admissions Code, 2014 includes provision for the Governing Body of a school which does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the Council for access under the Fair Access Protocol. The Code identifies that this will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

FAIR ACCESS PROTOCOL

Each Council must have a Fair Access Protocol agreed with the majority of schools in the area. This includes Community, Voluntary Aided, Voluntary Controlled, Foundation Schools, Free Schools and Academies. The Protocol aims to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

The operation of the local Fair Access Protocol is outside the arrangements of the co-ordinated admissions scheme and is triggered when the parent/carer of an eligible child has not secured a school place under the In-Year Admissions procedures. Unlike In-Year Admissions, there is no duty for the Council or Admissions Authorities to comply with parent/carer preference; however, in certain circumstances the wishes of the parent/carers may be taken into account. When allocating places through the Fair Access Protocol, Sunderland's Fair Access Panel will allocate places based on a rota system across agreed cluster areas.

HARD TO PLACE CHILDREN:

Sometimes children can find themselves without a school place during the course of the year, for example, because their personal circumstances are such that they have had to move home; or are looked after children; or they have been permanently excluded from their school. In some cases these children may also exhibit challenging behaviour.

There is often a balance to be struck between finding a place quickly, perhaps in an undersubscribed school or one facing challenging circumstances, and finding a place which is appropriate for the child. It is also recognised that no school should be requested to take an excessive or unreasonable number of pupils who have been excluded from other schools or are otherwise 'hard to place'.

While the Fair Access Protocol is a means of securing places for hard to place children it does not mean that an application from a hard to place child should automatically be referred to the Fair Access Protocol. A parent/carer can still apply for a place at any school as an in-year admission and is entitled to an appeal if they are not offered that place.

The School Admissions Code states the list of children to be included in a Fair Access Protocol is to be agreed by the majority of schools in the area. For a pupil to be eligible to be considered under Fair Access protocols school must demonstrate that a pupil can be identified once as a minimum from each of the lists of children identified below:

- Children from the criminal justice system or Pupil Referral Unit who need to be reintegrated into mainstream education
- Children who have been out of education for two months or more,
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
- Children who are homeless

MANAGED MOVES

All schools in Sunderland have made a significant effort to avoid permanent exclusion, a strategy now seen as a response to extreme circumstances. However there are occasions where after lengthy and concerted efforts it is clear that it is not in the pupil's or school's best interest to continue with the placement but mainstream education is nevertheless appropriate. In these circumstances one of the strategies that could be considered is a managed move. It must be recognised that this is not a means of avoiding permanent exclusion as in the most severe and persistent cases the problems often recur in the receiving school.

A managed move is a managed transfer, over a period of time, of a child from one school to another. A managed move consists of a formal agreement between the child's parent/carer, the head teachers of both the referring (home) school (School A) and the receiving school (School B). A managed move provides a child with the opportunity of a 'fresh start' in another school and is a means of positively re-engaging the pupil in education.

Generally, a pupil should not participate in more than two managed moves in one academic year.

PRINCIPLES OF A MANAGED MOVE

It is seen to be in the best interest of those pupils who are experiencing difficulties, which could appear to be leading towards permanent exclusion. When the full range of pastoral support strategies (including a pastoral support programme) have been resourced and tried but have failed to reach the young person.

When a ‘new start’ at another school is seen positively by all concerned and has not been used as a threat or punishment by either the school, or the parent/ carers. This is a possible, negotiated strategy, not an imposition. It aims to keep pupils included who might otherwise become further disaffected.

The understanding being that this is not normally a ‘1 for 1’ exchange arrangement between schools. Although there may be times when this does occur, (if it does, the ultimate destinations of the two children are not connected). What is more important is that the needs of the young people concerned are being met and their best interests are being served.

A managed move is a voluntary arrangement and no pressure must be put on to a Headteacher or a parent/carer if either feels that the move would not be in the child’s best interests.

CRITERIA FOR A MANAGED MOVE:

- A pupil with an otherwise good record has committed an offence that might lead to permanent exclusion, but the school feels the pupil would benefit from another chance.
- There has been an irrevocable breakdown of relationships between a pupil and staff, as a consequence of significantly challenging behaviours displayed.
- There has been an irrevocable breakdown of relationships between a pupil and his or her peers, as a consequence of significantly challenging behaviours displayed
- A pupil with a record of inappropriate and disruptive behaviour or poor attendance, as a consequence of inappropriate and disruptive behaviour applies for an in-year transfer.
- There has been an irrevocable breakdown in relationships between the pupil and staff or peers resulting in a pupil’s low or non-attendance.
- Where a managed move is proposed to resolve an attendance issue the school must demonstrate that the pupil in question has been referred to the Early Help - Attendance Service at Together for Children. The managed move must be endorsed by the Council’s Attendance Manager, where it is anticipated the move may resolve the existing barriers to attendance.
- The above list is not intended to be a complete list of scenarios and there may be other occasions where a Managed Move is considered appropriate

Appeals Process

Please note that this does not apply to children with an Education, Health and Care Plan or a Statement of SEN. Appeals for these children are dealt with by the SEN & 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 or Voluntary Controlled 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 School Admissions Team. You will then need to complete the form, outlining your reasons, and return it to the Clerk to the School Admissions Panel of the City Council.

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

27. What happens next?

Appeal hearings are usually held between June 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 an Aided 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 and Voluntary Controlled schools and most Aided schools and Academies are normally held in the City Hall

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 Together for Children, 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/school/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. My appeal will be considered under the 'class-size regulation', what does that mean?

If you have been refused a place at a school, it will be explained in the refusal letter and the statement of case for the appeal, if it will be considered as a 'class-size' appeal.

This means that the appeals panel must consider the implication of admitting another child to a class that already has 30 pupils in Reception, Y1 or Y2. There are only certain circumstances in which an appeal panel can uphold (agree) a 'class-size' appeal. They are as follows:

- i) The admission of additional children would not breach the infant class size; or
- ii) The admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- iii) The decision to refuse admission was not one, which a reasonable admission authority would have made in the circumstances of the case.

30. 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's/Academy's list.

31. 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.

32. 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 in respect of Community Schools. Currently the Education and Skills Funding Agency (ESFA) are appointed to investigate complaints about Academy Independent Admission Appeal Panels on behalf of the Secretary of State. 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

33. 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 School Admissions Team. 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 start and finish times, term dates, etc.

34. 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 City Council or Together for Children. School governing bodies now determine the uniform policy of each individual school.

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

All children attending Key Stage 1 (reception, year 1 or year 2) of a primary or infant school receive a free school lunch.

Parents wishing to access free school meals for children attending year three of primary and junior school and upwards are required to receive any of the following:

- 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 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after Tax and not including any benefits you get).

If your child is eligible for and receiving free school meals, at any time before 31 March 2025, they'll remain eligible until this date.

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Please apply if you get any of these benefits - your child's school can also get extra funding if you do. Free school meals are only available to school aged children (Reception onwards).

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.

Children under the compulsory school age who are in full time nursery education may also be able to get free school meals.

Change in free school meal guidance for households with no recourse to public funds (NRPF)

The following groups may be entitled, subject to maximum income thresholds

Zambrano carers

Families who have no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights

Families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction

A subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999

Chen carers

Families holding a BN(O) passport

Spousal visa holders

Work visa holders

Student visa holders

Those with no immigration status

The maximum income threshold differs based on the number of children that your family has.

Income thresholds

Annual household income thresholds for families able to work are:

£22,700 for families with 1 child

£26,300 for families with 2 or more children

Please contact the free School Meals team for a self-declaration form, which should be signed and submitted with evidence of earnings or financial support.

or more information on Free School Meals entitlement please contact Together for Children.

Tel: 0191 561 1417 or email: freeschoolmeals@togetherforchildren.org.uk

36. 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 highest level of Working Tax Credit, your child will be provided with free home to school transport if the school they attend is the nearest to their ordinary place of residence; and that school is more than 2 miles.

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

37. 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 highest 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 2 miles from that school.

The statutory duty of the Local Authority is outlined above for those children from low income families.

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

38. 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 bus pass 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

39. What is the Local Authority's Fair Access Protocol?

The School 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, 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.

40. What happens with in-year (casual) admissions?

From 5 October 2015, the process for transfers changed. Any parents/carers wishing to transfer their children between primary schools within Sunderland must apply directly to their chosen school. As Academy 360 and Christ's College (formerly Grindon Hall Christian School) are all age schools, i.e. have both primary and secondary aged pupils, the School Admissions Team will still process these applications. As a consequence, all applications for these schools must be returned to the School Admissions Team for processing.

An application must still be completed by parent/carer in order to apply to transfer schools. Application forms are available from schools, any of the Council's Customer Service Centres and from the Council's website <http://www.sunderland.gov.uk/school-transfer>

This application **must only** be completed for places at Sunderland schools.

Parents/carers must complete Section A of the application form. If the pupil is currently attending a Sunderland school, the Headteacher of their current school **must** complete Section B of the application form. This means that schools will always be aware of any transfer requests. The application will not be processed unless this has happened.

The full application form must then be forwarded to the school that parent/carer would like their child to transfer to for consideration. If it is possible to offer a place, parent/carer will be informed by the school and an admission date will be arranged.

Parents/carers will be informed in writing if it is not possible to offer a place and the reason for this. Parents/carers have the right to appeal any decision not to offer a place at the chosen school. If the application is for a community or voluntary controlled school, the letter will be sent by the School Admissions Team. If it is for an Aided school or Academy, the letter will come directly from the school on behalf of the Governing Body/Trust Board.

If it not possible to offer a place, because the year group is full, the child will be placed on a waiting list for the remainder of the academic year.

The pupil will also be placed on a waiting list in case a vacancy arises.

The application and waiting list is only valid for that academic year

Infant/Junior/Primary School place allocations for Sept 2024

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Final Distance (miles)	EHCP	Total places allocated
Albany Village Primary	47	30	0	10	-	0	14	3.327	0	24
Barmston Village Primary	34	30	0	15	-	0	14	10.465	0	29
Barnes Junior	125	90	0	39	50	0	4	1.931	2	95
Bernard Gilpin Primary	101	60	2	22	-	0	36	2.795	0	60
Biddick Primary	58	45	0	12	-	0	18	4.23	0	30
Blackfell Primary	27	30	1	8	-	0	7	1.565	1	19
Broadway Junior	67	60	2	13	25	0	7	1.365	0	57
Castletown Primary	69	60	1	24	-	0	32	1.741	0	57
Dame Dorothy Primary	31	30	0	4	-	0	18	7.584	0	22
Easington Lane Primary	42	45	0	16	-	0	20	2.286	0	36
East Rainton Primary	18	20	0	3	-	0	7	3.74	0	10
Fulwell Junior	89	90	0	19	66	0	0	3.86	2	87
Grange Park Primary	45	30	0	11	-	0	19	3.247	0	30
Grangetown Primary	54	45	0	17	-	0	23	6.248	0	40
Grindon Infant	66	60	1	4	-	0	31	1.614	0	36
Hetton Primary	48	30	1	7	-	0	17	1.492	0	25
Hudson Road Primary	55	40	0	15	-	0	22	0.996	0	37
Hylton Castle Primary	49	30	1	9	-	0	21	0.929	0	31
Lambton Primary	33	30	0	6	-	0	13	2.526	0	19

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Final Distance (miles)	EHCP	Total places allocated
Marlborough Primary	13	30	0	6	-	0	4	2.13	0	10
Mill Hill Primary	103	60	1	23	-	0	35	1.87	1	60
Richard Avenue Primary	78	60	0	18	-	0	32	2.178	0	51
Rickleton Primary	90	60	0	17	-	0	43	4.164	0	60
Ryhope Junior	38	60	0	13	21	0	3	10.245	0	37
Seaburn Dene Primary	70	30	0	8	-	0	22	1.423	0	30
Shiney Row Primary	38	45	0	13	-	0	11	2.497	0	24
Southwick Primary	40	45	0	10	-	0	21	1.855	0	31
St Paul's CE Controlled Primary	84	45	1	11	-	0	35	1.276	0	47
Thorney Close Primary	37	40	1	7	-	0	16	13.118	0	24
Usworth Colliery Primary	57	60	0	24	-	0	22	1.709	0	45
Wessington Primary	44	30	1	7	-	0	16	2.715	1	25
Willow Wood Primary	54	30	0	13	-	0	23	1.2	0	36

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

Please note that the final distance measurement relates to the final place offered on 16 April 2024.

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 2024.

Aided Primary and Academy place allocations for September 2024

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
Academy 360	60	60	1	0	24	16	-	-	-	-	-	-	2.759	0	41
Barnes Infant Academy	134	90	1	31	25	0	15	-	-	-	-	-	1.881	0	72
Barnwell Primary Academy	65	30	1	13	0	0	16	-	-	-	-	-	0.686	1	31
Benedict Biscop CE Academy	97	45	3	16	26	0	-	-	-	-	-	-	2.67	0	45
Bexhill Academy	65	60	0	18	0	14	12	-	-	-	-	-	1.294	1	46
Burnside Academy	46	30	0	6	0	16	-	-	-	-	-	-	1.911	0	22
Christ's College	46	60	0	0	12	0	0	21	-	-	-	-	3.206	0	31
Diamond Hall Infant Academy	127	90	1	30	31	23	-	-	-	-	-	-	3.115	1	86
Diamond Hall Junior Academy	111	80	2	24	0	59	0	2	-	-	-	-	0.455	2	90
Dubmire Academy	78	60	1	22	0	0	29	-	-	-	-	-	2.236	0	52
East Herrington Academy	105	60	1	29	29	-	-	-	-	-	-	-	2.26	1	60
English Martyrs' Catholic Primary	42	30	0	4	2	2	0	0	0	16	-	-	7.815	0	23
Eppleton Academy	54	30	0	15	0	0	11	3	-	-	-	-	0.594	0	30
Farrington Academy	47	60	0	14	0	25	-	-	-	-	-	-	0.929	0	39
Fatfield Academy	48	30	1	8	0	21	-	-	-	-	-	-	0.476	0	30
Fulwell Infant Academy	155	90	2	68	17	0	3	-	-	-	-	-	0.499	0	90
George Washington Primary	90	60	2	26	1	0	31	-	-	-	-	-	0.933	1	61

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
Gillas Lane Academy	37	30	1	8	11	-	-	-	-	-	-	-	1.681	0	20
Hasting Hill Academy	33	30	0	9	12	4	-	-	-	-	-	-	0.815	0	27
Hetton Lyons Primary	93	60	2	20	30	-	-	-	-	-	-	-	3.009	1	53
Highfield Academy	67	60	0	19	0	25	-	-	-	-	-	-	2.86	0	44
Hill View Infant Academy	150	120	1	25	60	23	-	-	-	-	-	-	4.784	1	110
Hill View Junior Academy	125	120	2	30	86	2	-	-	-	-	-	-	2.321	0	120
Holley Park Academy	42	35	0	4	8	5	-	-	-	-	-	-	4.521	0	17
John F Kennedy Primary	73	60	1	19	0	0	22	-	-	-	-	-	7.546	0	42
Newbottle Primary Academy	94	60	2	22	0	0	29	-	-	-	-	-	1.813	0	53
New Penshaw Academy	29	30	0	6	0	7	-	-	-	-	-	-	5.368	0	13
New Silksworth Academy Infant	73	70	3	19	0	35	-	-	-	-	-	-	9.852	0	57
New Silksworth Academy Junior	59	70	1	24	29	1	-	-	-	-	-	-	4.693	1	56
Northern Saints CE Primary	65	90	27	0	24	-	-	-	-	-	-	-	1.649	0	51
Our Lady Queen of Peace Catholic Primary	48	45	0	17	0	2	0	0	3	1	0	1	0.887	0	24
Oxclose Primary Academy	48	30	0	10	0	0	18	-	-	-	-	-	5.457	1	29
Plains Farm Academy	21	30	12	0	18	-	-	-	-	-	-	-	0.791	0	20
Redby Primary Academy	49	60	6	0	17	-	-	-	-	-	-	-	2.292	0	23
Ryhope Infant Academy	64	65	0	6	27	0	3	-	-	-	-	-	0.772	1	37

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
South Hylton Primary Academy	32	30	0	11	0	11	-	-	-	-	-	-	2.463	0	22
Springwell Village Primary	32	30	0	10	0	0	10	-	-	-	-	-	2.121	0	20
St Anne's Catholic Primary	57	30	0	12	1	1	0	4	0	12	-	-	0.981	0	30
St Bede's Catholic Primary	39	30	1	11	3	0	0	0	2	1	1	5	1.297	0	24
St Benet's Catholic Primary	48	45	0	27	2	0	1	0	4	-	-	-	1.109	0	34
St Cuthbert's Catholic Primary	53	30	0	7	6	0	0	10	1	6	-	-	0.174	0	30
St John Bosco Catholic Primary	40	30											8.692		29
St John Boste Catholic Primary	38	30	0	4	3	0	2	2	0	0	5	-	4.84	0	16
St Joseph's Catholic Primary Sunderland	99	30	0	25	6	0	0	1	-	-	-	-	2.781	0	32
St Joseph's Catholic Primary Washington	50	30											1.49		30
St Leonard's Catholic Primary	42	30											8.748		19
St Mary's Catholic Primary	120	60	0	19	28	0	1	0	6	3	3	-	1.833	0	60
St Michael's Catholic Primary	44	30											2.145		27
St Patrick's Catholic Primary	47	30											3.161		20
Town End Academy	46	30	0	6	0	16	4	-	-	-	-	-	0.99	0	26
Valley Road Academy	58	60	0	20	0	15	-	-	-	-	-	-	0.477	0	35

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

Please note that the final distance measurement relates to the final place offered on 16 April 2024.

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 2024.

Please note that the admission criteria for September 2025 may be different to the admission criteria for September 2024 for some schools, 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.

Primary School Admission Appeals – September 2024

School	Number of appeals lodged by parents	Number of appeals heard	Number of successful appeals	Number of appeals dismissed	Number of appeals outstanding	Number of appeals withdrawn
Barnwell Academy	1	1	0	1	0	0
Benedict Biscop	1	1	0	1	0	0
Hylton Castle Primary	2	2	0	2	0	0
Rickleton Primary	1	0	0	0	0	1
Seaburn Dene	1	0	0	0	0	1
St Anne's	1	0	0	0	0	1
St Cuthbert's	2	0	0	0	0	2
St Joseph's (Sunderland)	4	3	2	1	0	1
St Mary's	4	0	0	0	1	3
St Paul's CE Primary	4	2	2	0	0	2
Willow Wood Primary	4	3	3	0	1	0

Infant/Junior/Primary School place allocations for Sept 2023

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Final Distance (miles)	EHCP	Total places allocated
Albany Village Primary	59	30	2	11	-	0	14	1.627	0	27
Barmston Village Primary	28	30	2	9	-	0	7	1.004	0	18
Barnes Junior	104	90	3	16	69	0	0	6.017	1	89
Bernard Gilpin Primary	97	60	1	25	-	0	34	3.487	0	60
Biddick Primary	63	45	1	15	-	0	20	3.918	0	36
Blackfell Primary	21	30	0	6	-	0	10	7.554	0	16
Broadway Junior	57	60	0	9	37	0	2	1.072	0	49
Castletown Primary	41	60	0	17	-	0	16	1.586	0	33
Dame Dorothy Primary	36	30	0	11	-	0	14	4.128	0	25
Easington Lane Primary	31	45	1	6	-	0	18	1.052	0	25
East Rainton Primary	25	20	0	8	-	0	10	1.854	0	18
Fulwell Junior	102	90	2	26	73	0	0	2.245	0	101
Grange Park Primary	40	30	1	13	-	0	16	1.416	0	30
Grangetown Primary	43	45	0	16	-	0	13	1.955	0	29
Grindon Infant	83	60	2	11	-	0	39	2.7	1	53
Hetton Primary	44	30	0	9	-	0	10	2.536	0	19
Hudson Road Primary	54	40	0	17	-	0	29	2.606	0	46
Hylton Castle Primary	42	30	1	9	-	0	20	0.58	0	30
Lambton Primary	29	30	0	8	-	0	9	3.002	0	17
Marlborough Primary	30	30	1	9	-	0	14	0.655	0	24

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Final Distance (miles)	EHCP	Total places allocated
Mill Hill Primary	126	60	0	24	-	0	36	1.317	0	60
Richard Avenue Primary	83	60	0	19	-	0	39	2.657	0	58
Rickleton Primary	66	60	1	10	-	0	31	5.001	0	42
Ryhope Junior	44	60	2	10	25	0	1	4.765	0	38
Seaburn Dene Primary	64	30	1	12	-	0	16	3.762	1	30
Shiney Row Primary	36	45	0	11	-	0	15	3.123	0	26
Southwick Primary	55	45	0	22	-	0	25	2.604	1	48
St Paul's CE Controlled Primary	77	45	4	11	-	0	30	9.359	0	45
Thorney Close Primary	45	40	1	16	-	0	19	1.856	1	37
Usworth Colliery Primary	67	60	1	24	-	0	18	2.281	0	43
Wessington Primary	36	30	1	9	-	0	14	6.549	0	24
Willow Wood Primary	45	30	1	15	-	0	14	2.225	0	30

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

Please note that the final distance measurement relates to the final place offered on 17 April 2023.

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 2023.

Aided Primary & Free School & Academy place allocations for September 2023

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
Academy 360	50	60	0	20	0	15	-	-	-	-	-	-	12.709	0	35
Barnes Infant Academy	151	90	2	24	39	0	35	-	-	-	-	-	6.992	0	90
Barnwell Primary Academy	71	30	0	14	0	16	-	-	-	-	-	-	1.056	0	30
Benedict Biscop CE Academy	107	45	0	12	31	2	-	-	-	-	-	-	0.541	0	45
Bexhill Academy	55	60	0	13	11	8	-	-	-	-	-	-	4.316	0	32
Burnside Academy	43	30	0	8	0	17	-	-	-	-	-	-	1.928	0	25
Christ's College	60	66	1	0	15	0	16	-	-	-	-	-	2.438	0	32
Diamond Hall Infant Academy	107	90	0	17	33	0	23	-	-	-	-	-	2.582	0	73
Diamond Hall Junior Academy	106	80	2	84	0	0	1	-	-	-	-	-	2.384	0	87
Dubmire Academy	107	60	2	38	0	0	22	-	-	-	-	-	0.852	0	62
East Herrington Academy	112	60	1	20	31	7	-	-	-	-	-	-	1.551	0	60
English Martyrs' Catholic Primary	28	30	0	6	0	0	0	4	0	10	-	-	1.627	0	20
Eppleton Academy	29	30	1	3	6	0	8	-	-	-	-	-	1.81	1	19
Farringdon Academy	51	60	0	13	0	25	-	-	-	-	-	-	1.509	0	38
Fatfield Academy	50	30	0	11	0	14	-	-	-	-	-	-	3.308	0	25
Fulwell Infant Academy	137	90	1	79	0	10	-	-	-	-	-	-	1.244	0	90

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
George Washington Primary	97	60	0	26	0	34	-	-	-	-	-	-	0.882	0	60
Gillas Lane Academy	26	30	1	7	0	8	-	-	-	-	-	-	1.067	0	16
Hasting Hill Academy	29	30	2	9	11	4	-	-	-	-	-	-	2.562	0	26
Hetton Lyons Primary	77	60	1	16	0	43	-	-	-	-	-	-	4.69	0	60
Highfield Academy	68	60	0	21	0	28	-	-	-	-	-	-	1.721	0	49
Hill View Infant Academy	182	120	0	46	64	10	-	-	-	-	-	-	1.525	0	120
Hill View Junior Academy	123	120	2	26	90	2	-	-	-	-	-	-	3.529	0	120
Holley Park Academy	43	35	0	9	0	13	-	-	-	-	-	-	3.662	0	22
John F Kennedy Primary	87	60	3	17	0	33	-	-	-	-	-	-	3.228	0	53
Newbottle Primary Academy	84	60	1	12	0	0	36	-	-	-	-	-	1.885	0	49
New Penshaw Academy	28	30	0	10	0	6	-	-	-	-	-	-	1.956	1	17
New Silksworth Academy Infant	57	70	2	12	0	29	-	-	-	-	-	-	7.465	0	43
New Silksworth Academy Junior	63	70	0	13	55	3	-	-	-	-	-	-	9.872	0	60
Northern Saints CE Primary	59	90	1	23	0	24	-	-	-	-	-	-	3.964	0	48
Our Lady Queen of Peace Catholic Primary	72	45	1	19	1	4	1	0	4	3	0	3	0.649	0	36
Oxclose Primary Academy	42	30	0	10	0	18	-	-	-	-	-	-	2.877	0	28
Plains Farm Academy	24	30	0	12	0	6	-	-	-	-	-	-	2.625	0	18

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
Redby Primary Academy	56	60	0	12	0	15	-	-	-	-	-	-	0.932	0	27
Ryhope Infant Academy	47	60	0	4	21	0	7	-	-	-	-	-	1.152	0	32
South Hylton Primary Academy	50	30	0	13	0	17	-	-	-	-	-	-	1.197	0	30
Springwell Village Primary	28	30	0	4	0	15	-	-	-	-	-	-	2.191	0	19
St Anne's Catholic Primary	57	30	0	9	3	0	0	6	0	12	-	-	1.082	0	30
St Bede's Catholic Primary	50	30	1	15	4	1	0	0	0	3	5	1	0.738	0	30
St Benet's Catholic Primary	50	45	0	18	5	1	1	3	4	-	-	-	1.858	0	32
St Cuthbert's Catholic Primary	51	30	0	12	10	0	0	3	0	5	-	-	0.741	0	30
St John Bosco Catholic Primary	21	30	0	4	2	0	0	2	0	3	-	-	1.005	0	11
St John Boste Catholic Primary	39	30	0	10	3	1	1	3	0	0	3	-	4.199	0	21
St Joseph's Catholic Primary Sunderland	75	30	0	19	4	0	0	7	0	0	-	-	0.99	0	30
St Joseph's Catholic Primary Washington	67	30	0	15	8	0	0	1	1	1	0	4	1.705	0	30
St Leonard's Catholic Primary	35	30											1.167	0	22
St Mary's Catholic Primary	132	60	0	26	20	0	0	12	2	0	-	-	0.511	0	60
St Michael's Catholic Primary	54	30	0	25	2	0	0	3	0	0	-	-	2.153	0	30
St Patrick's Catholic Primary	27	25											0.592	0	16
Town End Academy	33	30	2	9	10	2	-	-	-	-	-	-	0.695	0	23

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
Valley Road Academy	51	60	0	18	0	21	-	-	-	-	-	-	1.274	0	39

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Primary School Admission Appeals – September 2023

School	Number of appeals lodged by parents	Number of appeals heard	Number of successful appeals	Number of appeals dismissed	Number of appeals outstanding	Number of appeals withdrawn
Barnes Infant Academy	1	0	0	0	0	1
Benedict Biscop	5	5	0	5	0	0
Dubmire Academy	9	9	2	7	0	0
Hill View Infant	3	2	0	2	0	1
Hylton Castle	1	1	0	1	0	0
Mill Hill	4	1	0	1	0	3
Seaburn Dene	3	1	0	1	0	2
South Hylton	2	1	0	1	0	1
St Cuthbert's	1	0	0	0	0	1
St Joseph's (Sunderland)	3	3	0	3	0	0
St Mary's	4	4	0	4	0	0
St Michael's	1	1	0	1	0	0

**Sunderland
City Council**

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SUNDERLAND