



## Admissions Policy – Year 7 to Sixth Form

<b>Applicable to:</b>	✘	All individual academies within NEAT
	✔	Benfield School only
	✘	NEAT Trust
<b>Approval body:</b>	NEAT Board of Directors	
<b>Effective date:</b>	2019-20	

### Status:

<b>Statutory policy or document</b>	Yes
<b>Review frequency</b>	Annual
<b>Approval by</b>	Trust Board

### Publication:

<b>Statutory requirement to publish on website</b>	Yes – school website
<b>If not, agreed to publish on website?</b>	N/A

### Version Control:

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Central Support Manager (SH)	18 December 2017	1.0	Agreed by directors for implementation at Benfield School
Changed by	Revision Date	Version	Status
Central Support Manager (SH)	14 March 2018	1.1	Wording of distance criteria amended for sixth form to meet School Adjudicator requirements.

Review Date	
Frequency	Next Review Due
Annually	February 2019 (or earlier if new guidance or legislation issued and/or business need for earlier review identified)

## Part A - General

### 1 Purpose

Newcastle East mixed multi Academy Trust (NEAT) is the admissions authority for Benfield School. The purpose of this policy is to set the arrangements about how children will be admitted to the school, including the criteria that will be applied if there are more applications than places at the school.

Any objections to the admissions arrangements should be submitted to the Office of the Schools Adjudicator.

### 2 Scope

This policy sets out the arrangements for normal round admissions to Year 7 and in-year admissions from Year 7 to sixth form that come within the statutory guidance in the Schools Admissions Code (2014).

### 3 Roles and responsibilities

- **NEAT Board of Directors:** The Board is responsible for approving the admissions policies of each of the schools within the trust and undertaking any public consultation required if changes are proposed. It is also responsible for establishing an independent appeals panel to hear any appeals. The Board delegates the day-to-day decision-making about admissions to the local governing body of each school.
- **Local governing body:** The local governing body of each school is responsible for recommending an admissions policy to the Trust Board. It may delegate decisions about individual admissions applications to an Admissions sub-committee with terms of reference agreed by the LGB. The detail of the LGB's role in managing in-year admissions will depend on whether the school buys into a service level agreement with Newcastle City Council.
- **Newcastle City Council:** The 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. This policy is designed to be compatible with the co-ordinated admission scheme for Newcastle upon Tyne for 2019-20.

## Part B – Admissions to Years 7-11

### 4 Published Admission Number (PAN)

The number of places available in Year 7 in 2019-20 is 207.

### 5 How and when to apply for places

All applications for school places must be made on Newcastle City Council's school application form and returned to Newcastle City Council.

Applications for Year 7 places as part of the normal admissions round for September 2019 must be submitted **by midday on 31 October 2018**.

Applications received after the closing date will be classed as **late** and processed

**after** all of the applications received on time. The coordination timetable for 2019 is provided in Appendix 1.

Applications for school places in other year groups or after the start of the school year, known as in-year admissions, can be submitted at any time.

## **6 Admission of children outside their normal year group**

Parents may request that their child is admitted outside their normal age group, for example because the child has suffered ill health. Requests must be submitted in writing to the local authority and include any supporting evidence from relevant professionals. Requests must be submitted before the closing date in the child's normal age group in good time for the local authority to notify the governing body and for the governing body to consider the request and inform the parent of the outcome before the closing date. The governing body will consider each case individually.

## **7 How places will be allocated**

All children whose Education, Health and Care Plan (EHCP) names the school will be admitted.

If there are enough places at the school then all applicants will be offered a place.

If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places:

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children attending one of the designated feeder schools: Walkergate Community School, Byker Primary School
3. Children not attending a designated feeder school who have a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2019. Sibling can be a 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, as long as the children live at the same address. However, please note that pupils attending sixth form are not eligible as sibling links.
4. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
5. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home

address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates

Tiebreak:

- Where more children apply from a feeder school than there are places available, priority will be given to those with a sibling already attending the main school when the applicant starts (not sixth form). Distance from home to school will be the deciding factor for the remaining children. In the event that more than one child has an equal right to an available place, the place will be offered by random allocation.

Additional notes:

- Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit or where the child is registered with a GP, if there is any dispute.

## **8 Waiting lists**

For applications for Reception places, waiting lists will be kept until the end of December 2019 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received. From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school.

## **9 Right of appeal**

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions).

## Appendix 1 - Coordination timetable for Year 7 places 2019

Date	Event
1 September 2018	Application process opens online for 2019/20
Noon 31 October 2018	Closing date for all application forms to be received by Newcastle City Council (the LA)
23 November 2018	Last date for any late applications to be submitted and considered as exceptions
23 November 2018	Applications for own admission authority schools and academies in Newcastle will be forwarded to those admission authorities and applications stating preferences for schools in other LAs will be forwarded to those LAs
11 January 2019	Academies, foundation and voluntary aided schools to provide the LA with their ranked lists of applicants, including details of how the oversubscription criteria were applied
25 January 2019	The LA will inform other LAs of any offers of Newcastle schools to be made to applicants resident in their areas
25 February 2019	The LA will inform Newcastle schools of children to be offered places at their schools
1 March 2019	National offer day for places
15 March 2019	Date for parents to accept or refuse the offer from offer day
20 March 2019	First waiting list process will be run to reallocate spaces that have become available since offer day
25 March 2019	Deadline for late applications and late changes to be considered in second waiting list process
25 March 2019	Own admission authority schools will receive final list of late applications and changes for ranking
3 April 2019	Deadline for parents to respond to offers from first waiting list
5 April 2019	Own admission authority schools to return ranked lists
5 April 2019	Deadline for appeal forms to be submitted for them to be heard in the first round of appeals
10 April 2019	Second waiting list process will be run to allocate places that have become available. Late applicants and late changes will be included, along with children known to the LA where no application has been submitted
May-July	Appeals are heard

### Part C – Admissions to Sixth Form

#### 10 How and when to apply for places

Places are available for external students who did not attend the school in Year 11. All applications for school places must be made directly to Benfield School by the day before the start of the Autumn Term. Application forms are available from the school.

#### 11 Late applications

Applications received after the closing date for admission will be classed as late and processed after all of the applications received on time.

## 12 How places will be allocated

Students with an Education, Health and Care Plan which names Benfield School will be admitted to the school.

The entry requirements for sixth form are largely dependent on the course of study that a student wishes to access. They are the same for internal and external students.

Usually students wishing to access advanced level courses must possess a minimum of five GCSEs at grade five.

Details of specific entry requirements and courses available may be obtained from Benfield School and are published in the sixth form prospectus.

Subject to meeting the relevant entry requirements, if there are enough places at the school every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which students will be allocated places.

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2019. Sibling can be a 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, as long as the children live at the same address.
3. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
4. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Tie break:

- Where more children apply from a feeder school than there are places available, priority will be given to those with a sibling already attending Benfield School (not sixth form). Distance from home to school will be the deciding factor for the remaining children. In the event that more than one child has an equal right to an available place the place will be offered by random allocation.

### 13 Right of appeal

Parents/carers who are refused a place for their child in the Sixth form have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

#### Part D - Definitions

- A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.