



Admissions Policy – Reception to Year 6

Applicable to:	✘	All individual academies within NEAT
	✔	West Walker Primary School only
	✘	NEAT Trust
Approval body:	NEAT Board of Directors	
Effective date:	2019-20	

Status:

Statutory policy or document	Yes
Review frequency	Annual
Approval by	Trust Board

Publication:

Statutory requirement to publish on website	Yes – school website
If not, agreed to publish on website?	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 West Walker Primary School.
Changed by	Revision Date	Version	Status
Central Support Manager (SH)	14 March 2018	1.1	Date of national offer day corrected.

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)

1 Purpose

Newcastle East mixed multi Academy Trust (NEAT) is the admissions authority for West Walker Primary 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 Reception and in-year admissions from Reception to Year 6 that come within the statutory guidance in the Schools Admissions Code (2014).

There is a separate document setting out the admissions arrangements to the school's Nursery.

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.

4 Published Admission Number (PAN)

The number of places available in the Reception class in 2019-20 is 40.

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 Reception places as part of the normal admissions round for September 2019 must be submitted **by midday on 15 January 2019**.

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 Requests to admit children outside their normal year 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 or is summer born (born between 1 April 2015 and 31 August 2015). 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 for applications in the child's normal age group in good time for the local authority to notify the local governing body and for the local governing body 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 start school in September 2019 where the parent wishes the child to delay admission until 2020, parents must submit their requests well before 15 January 2019. The local governing body will make decisions based on the circumstances of each case and in the best interests of the child concerned, taking into account the views of the headteacher.

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 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. However, please note that children attending the nursery class or any other early education or childcare provision attached to the school will not be given priority as sibling links.
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

Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery class or school. Children in the nursery class of the school will not be given priority nor are they guaranteed a Reception place in the main school.

Additional notes:

- In the event that more than one child has an equal right to an available place the place will be offered based on random allocation.
- 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). Information is also available at www.newcastle.gov.uk/admissions

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.

Appendix 1 - Coordination timetable for reception places 2019

Date	Event
1 September 2018	Application process opens online for 2019/20
Noon 15 January 2019	Closing date for all application forms to be received by Newcastle City Council (the LA)
1 February 2019	Last date for any late applications to be submitted and considered as exceptions
4 February 2019	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
1 March 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
8 March 2019	The LA will inform other LAs of any offers of Newcastle schools to be made to applicants resident in their areas
1 April 2019	The LA will inform Newcastle schools of children to be offered places at their schools
16 April 2019	National offer day for places
2 May 2019	Date for parents to accept or refuse the offer from offer day
7 May 2019	First waiting list process will be run to reallocate spaces that have become available since offer day
13 May 2019	Deadline for late applications and late changes to be considered in second waiting list process
13 May 2019	Own admission authority schools will receive final list of late applications and changes for ranking
17 May 2019	Deadline for parents to respond to offers from first waiting list
20 May 2019	Deadline for appeal forms to be submitted for them to be heard in the first round of appeals
24 May 2019	Own admission authority schools to return ranked lists
3 June 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
June/July	Appeals are heard