



## **Admissions Policy 2017-2018**

### **Reception Class**

As Foundation Trust school we follow the admissions 'code' or 'guidance' detailed below in accordance with guidance from the Department of Education: Every child who wants a place at a school will be offered one unless there are more applications for the school than there are places available. Where there are more applications for admission than places available, the following oversubscription criteria in the order shown will be used to determine which children will be allocated places.

Children with a Statement of Special Educational Needs where the school is named in the statement will be admitted to that school. Places will be offered to applicants ranked highest using the criteria set out below.

1. 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.
2. Children with 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, stepbrother or sister, or the child of the parent or carer's partner where the children live at the same address.
3. Children with a specific medical reason to go to the school (for example, where the child or one or both parents has a disability that means that they can only go to one school). Supporting evidence from a doctor, 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. It should explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted with the application or before the closing date. If the required evidence is not provided, the local authority will be unable to consider giving the child higher priority.
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.

### **Waiting lists**

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. The waiting list will be ranked in order of priority using the oversubscription criteria. Waiting lists will be held until the end of the autumn term.

### **Right of appeal**

Parents or carers who are not offered a place for their child at the school have a statutory right of appeal to an independent appeals panel. Please contact the local authority for information. Information is also available on the Newcastle City Council website.

### **All other year groups/ in-year admissions**

Decisions about in year admissions or September admission for year groups other than reception are now made by us as school. However, applications for places, during an academic year, must first be submitted directly to Admissions Department at Newcastle City Council. Once an application is made via the Admissions Department, it is then forwarded on to us at school. If an application is received, a place is available and there is no waiting list, a place will be offered immediately. If an application is received, and there is no place available, your child will be placed on a waiting list. If a place becomes available, whilst your application is on the waiting list, a group of Governors and the Head Teacher will convene an 'Admissions Meeting' to decide who to allocate the place to.

Places will be offered to applicants ranked highest using the criteria set out above for reception class admissions.

Parents have two weeks to return an acceptance for an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required.

Reviewed July 2017

Not due to be reviewed, will be replaced with 2018-19 policy