



Admissions Policy – Reception to Year 6

Applicable to:	✘	All individual schools within NEAT
	✔	NEAT Primary schools within Newcastle upon Tyne: Central Walker Church of England Primary School Tyneview Primary School Walkergate Community School West Walker Primary School
Approval body:	NEAT Academy Trust Board of Directors (cannot be delegated)	
School year:	2023-24	

Status:

Statutory policy or document	Yes
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Approval by	Trust Board

Publication:

Statutory requirement to publish on website	Yes – trust and school website
If not, agreed to publish on website?	N/A

Version Control:

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Changed by	Revision Date	Version	Status

1 Purpose

NEAT Academy Trust (NEAT) is the admissions authority for all schools within the trust. We welcome pupils from a diverse range of backgrounds. Some of our schools are Church of England schools: the Church's vision for education is deeply Christian, with Jesus' promise of 'life in all its fullness' at its heart, and is for the common good of the whole community. Our Church of England schools welcome pupils of different faiths and those of no faith.

The purpose of this policy is to set the arrangements about how children will be admitted to each primary school, including the criteria that will be applied if there are more applications than places at the school.

The Trust Board has made every effort to ensure these arrangements comply with the School Admissions Code 2021 and all relevant legislation. In the case of Central Walker Church of England Primary School, the Trust Board has taken into account advice from the Newcastle Diocesan Education Board.

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 School Admissions Code 2021.

There is a separate document setting out the admissions arrangements for each school's nursery/playgroup, which are not covered by the School Admissions Code.

3 Roles and responsibilities

- **NEAT Academy Trust Board of Directors:** The Board is responsible for approving the admissions policies for the schools within the trust and undertaking any public consultation required including when changes are proposed. It is also responsible for ensuring an independent appeals panel hears any appeals. The Board delegates day-to-day decision-making about admissions to a committee with responsibility for admissions or the headteacher, as set out in the relevant Scheme of Delegation.
- **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.

4 Published Admission Number (PAN)

The number of places available in the reception class of each school in 2023-24 is set out below:

School	PAN
Central Walker Church of England Primary School	60
Tyneview Primary School	30

Walkergate Community School	90
West Walker Primary School	40

5 How and when to apply for places

All applications for school places must be made through the local authority the applicant lives in (pays council tax to). Applications for reception places for September 2022 must be submitted **by midday on 15 January 2023**. Applications received after the closing date will be classed as **late** and processed **after** all of the applications received on time.

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. Applications for in-year admissions must be made via the School Admissions Team at Newcastle City Council.

6 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 set out below to decide which children will be allocated places:

1. Children who are currently looked after by a local authority in England, children who were previously looked after by a local authority or who appear to have been in state care outside of England, and immediately afterwards became subject to an adoption order, child arrangements order or special guardianship order. Applications under this criterion must be accompanied by evidence of the appropriate order. For normal round admissions this must be submitted before the closing date for applications.
2. Children with a sibling who will be on roll at the school on the date that the child will be admitted in September 2023. Sibling can be a brother or sister, half-brother or half-sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer's partner, as long as the children live at the same address. 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. Other children by distance from the school, with priority for admission given to

children living nearest to the school (which in the case of Walkergate Community School means the main school site on Sutton Street) 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 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.

Tiebreak:

- In the event that more than one child has an equal right to an available place (i.e. if the distance between two children's homes is the same when criterion 5 is applied) the place will be offered based on random allocation. This process will be independently verified by the local authority.

Additional notes:

- In cases where there is one place available, and the next child on the list is a twin, triplet etc, the school will admit both twins (and all the children in the case of other multiple births) even if this means exceeding the agreed admission number for reception or the number of places in other year groups.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. If conflicting applications are received by the local authority or their admissions team is made aware of a dispute between parents, all applications will be placed on hold and will not be processed until written agreement is provided from both parents or a Court Order is obtained confirming which application has priority.
- 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 at more than one address Monday to Friday (for example, due to a separation), the child's address should be where the child lives most of the time. Only one address can be used. If the child lives at two addresses, the local authority will decide which address to use based on child benefit, child tax credit, Court Orders and/or GP registration.
- The school may ask to inspect evidence of the address listed on the application in the form of a recent bill e.g. the most recent council tax bill, a utility bill that is 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. The school may seek further evidence if there is any doubt that the parent and child are not living at the address given on the application form.
- Parents 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.

7 Waiting lists

Waiting lists will be ranked using the oversubscription criteria above regardless of the date the application was received.

For applications for reception places, waiting lists will be kept until 31 December 2023 and will then be cleared. 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.

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

The trust provides 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.

Parents may feel their child is not ready to start school full-time in the September following their fourth birthday. Where a child has been offered a place, parents are entitled to request in writing that:

- their child attends part-time until later in the school year but not beyond the point at which they reach compulsory school age; or
- the date their child is admitted to school is deferred 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 (the school will hold the 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 partway through it).

9 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 (born between 1 April 2019 and 31 August 2019) 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, which will 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 2023 where the parent wishes the child to delay admission to reception until 2024, written requests must be submitted well before the deadline of 15 January 2023.

Decisions will be made 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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 with 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.

Further information and advice on the admission of summer born children is available from Newcastle City Council's School Admissions team.

10 Right of appeal

Parents who are refused a place for their child have a statutory right of appeal to an independent appeals panel.

Appeals for reception places as part of the normal admissions round should be submitted by 15 May 2023 to ensure they are heard before the end of July 2023.

Appeals must be submitted to: The Clerk to the Directors, NEAT Academy Trust, Orion Business Park, North Shields, Tyne and Wear NE29 7ST (phone 0191 2284090 or email admin@neat.org.uk).

The trust will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

Newcastle City Council's School Appeals Team can provide more information about the school places appeals process (phone 0191 277 7427 or email schoolappeals@newcastle.gov.uk). Information is also available at <https://www.newcastle.gov.uk/services/schools-learning-and-childcare/about-our-schools/appeals-school-places>

Definitions

Parent is defined in section 576 of the Education Act 1996 as including any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. 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.

A **Looked After Child** is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions, 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 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** (previously known as a **Residence Order**) is an order made under Section 8 of the Children Act 1989, as amended by Section 14 of the Children Act 2014, outlining the arrangements as to the person with whom the child will live.

A **Special Guardianship Order** is an order made under Section 14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian or guardians.

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.