

ADMISSIONS POLICY 2017 - 18

The Governing Body of the Ashington Learning Partnership (ALP) is the Admissions Authority of the ALP. All admissions are determined by the Governing Body in accordance with criteria outlined below.

The Governing Body intends to admit up to the Planned Admission Number in each year group as follows:

Central Primary School	120	Years R - 6 Nursery 2-year-olds
	156	
	48	
Bothal Primary School	90	Years R - 4 Nursery 2-year-olds
	104	
	40	

The admissions policy criteria will be applied on an equal preference basis. When a school is oversubscribed, priority for admissions will be given as follows:

In accordance with the School Admission Code children with a statement of Special Educational Need or an Educational Healthcare Plan (EHCP), where a school is named in the statement or EHCP, will be given first priority. Additionally children who are deemed to be 'looked after' or who have previously been 'looked after' in the care of a local authority will be given priority of admission.

1. Pupils attending another school within the ALP.

This **does not include** our Nurseries at Central Primary School and Bothal Primary School.

2. Pupils who have a sibling already attending another school in the ALPT (Reception to Year 6) or who will be attending on the expected admission date.

For the purpose of admission, siblings are deemed to be brother and sisters, step brothers and sisters, adopted brother or sisters and other children who reside permanently in the household and are treated as siblings. As a tie breaker multiple births will be treated as one admission.

3. Pupils who reside within the catchment area of the school for which they are applying, or where firm evidence can be provided that they will do so by the proposed admission date.

Parents will be asked to provide evidence of residency if the requested school is oversubscribed. Evidence will comprise of the child's birth certificate and Utility Bill dated within 3 months of application. In the case of a false address being submitted any offer of School place will be withdrawn. If there are any children with identical dates of birth the child living nearest to the school will be given preference.

Please note that where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday - Friday) during term time. Where there is a clear 50/50 split parents should decide.

4. Children eligible for the Early Years, the Pupil Premium, or who have been in the last 6 years.

In order to give priority in our criteria for EYPP the pupil must attend the nursery attached to the Primaries in the ALP.

5. Children of UK Service Personnel who have been in receipt of service

For families of service personnel with a confirmed posting to the ALP's catchment area, or crown servants returning from overseas to live in the ALP's catchment area, we will:

a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

6. Children of staff in the Ashington Learning Partnership.

Priority will be given to children of staff in the following circumstances:

a) where 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.

7. Pupils with exceptional medical or social needs supported by evidence that specifies the school applied for.

Evidence must be a written statement by a professionally involved third party such as a Doctor or Social Worker. This written statement must be submitted at the time of application and will be treated confidentially.

8. Applications from children who meet none of the criteria above.

The criteria will be applied to the best of our ability using information provided by the Local Authority, staff local knowledge where available and from information provided by parents / carers using the Supplementary Form or Annex A.

The ALP welcomes applications from all pupils and we are obliged to admit all pupils provided our PANs are not exceeded. However, where there are places available for some but not all applications, the following 'tie breaker' will be applied:

- Distance from the front door of the child's home to main gate of the school site they have applied for will be the deciding factor with preference being given to those whose home address is nearest as measured in a straight line ('as the crow flies'). The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement. Catchment areas for the schools may be viewed at <http://map.northumberland.gov.uk/schools/>

Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Parents should note that the two primary schools should be treated as separate for the purposes of admissions applications although a place will normally be offered within the ALP if one is available.

In cases where an application for a place has been unsuccessful, parents may request that the child's name be placed on a waiting list for the school in question. Waiting lists can only apply to transfer year groups; Reception and Year 7 and will only be maintained until 31st December of the year in question. A place on the waiting list does not affect your right to appeal.

Deferred Entry

A child is entitled to be offered a full-time place in the September following their fourth birthday. Parents can:

- 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 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.

Admission of children outside their normal group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child 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 rather than Year 1.

Parents requesting admission out of the normal age group must make a written request to the relevant ALP school for their child to be taught outside of their normal academic year and provide supporting documents from an educational or medical professional where appropriate. Where an application is to be considered in the 2017 - 2018 normal admission round, the request for out of year admission must be made prior to 1st October 2016.

The ALP will make decisions on the basis of 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. We will also take into account the views of the Principal of the school concerned. When informing a parent of our decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision.

Where the ALP agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and the ALP will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable. We will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Children with challenging behaviour and those who have been excluded twice

The ALP will not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools the ALP is not obliged to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time or children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with Special Educational Needs statements or Education, Health and Care Plans.

Arrangements for school transport to and from ALP schools will be provided as per Northumberland County Council policy. Further details regarding this are available from Mainstream School Transport, County Hall: Tel: 0845 600 6400 or email schooltransport@northumberland.gov.uk.

Separate arrangements are made for admission to pre-school within the ALP.

Further Guidance

The School Admissions Appeals Code can be found on the DfE website at:
<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Appeals

Please refer to ALP Admission Appeal Arrangements for Parents.

Chair of ALP:

Date:

Date:	11/3/16	Aug 16
Version	1	
Author:	N Lumley	S Turnbull
Status:	Review	Review



ASHINGTON LEARNING PARTNERSHIP
SUPPLEMENTARY FORM

Child's Name.....

Name of trust school you wish your child to start.....

Trust schools are: Bothal Primary School and Central Primary School

Does the child have any brothers or sisters at any of the above mentioned schools.

For the purpose of admission, siblings are deemed to be brother and sisters, step brothers and sisters, adopted brother or sisters and other children who reside permanently in the household and are treated as siblings. As a tie breaker multiple births will be treat as one admission.

Name of Brother or Sister

Current School

1)

2)

3).....

Is either of the child's parents a member of UK Service Personnel? Tick if appropriate

For families of service personnel with a confirmed posting to the ALP's catchment area, or crown servants returning from overseas to live in the ALP's catchment area, we will:

a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Does your child have an exceptional medical or social need which is supported by evidence that specifies the school applied for? Tick if appropriate

Evidence must be a written statement by a professionally involved third party such as a Doctor or Social Worker. This written statement must be submitted at the time of application and will be treated confidentially.

Declaration

I confirm that the information given on this form is correct. I understand that if I have given false information the school place offered may be withdrawn. I have read the accompanying notes and the information provided by the Local Authority.

Full name (please print)

Signed: Date:

Please indicate your relationship to the child by ticking one of the following:

Parent Legal Guardian Foster Carer Social Worker

We are unable to process a form that has not been signed by a person with parental responsibilities. Unsigned forms will be returned for a signature.

Please return to:

**Bothal Primary School, High Market, Ashington,
Northumberland NE63 8NT for the attention of Mrs T Skinner**

Or

**Central Primary School, Milburn Road, Ashington
Northumberland NE63 0AX for the attention of Mrs S Jarvis**

NOTES

Please note that as a Trust, we set our own admission criteria. We have our own admissions policy which is available if you would like to see it.

PLANNED ADMISSION NUMBERS

Each school has a planned admissions number which is based upon the capacity of the school. As an Admissions Authority we cannot normally exceed that number other than at appeal. Once a year group has achieved the Planned Admission Number for that year then further applications will be refused. We may offer a place in another trust school if appropriate, if this is not possible and you live in Northumberland an alternative school will be offered by Northumberland County Council.

DISABILITY

From September 2002, Local Authorities and schools must make reasonable adjustments to ensure that the needs of disabled pupils are met. The new Code of Practice defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. If you feel that your child falls into this category, please provide details on a separate sheet. Please note that the information you provide will not be used to decide which pupils are offered places. We need the information only to allow us to make any necessary preparations or adjustments at the school concerned.