



# **The Northumberland Church of England Academy**

## **Admissions Policy**

### **1 Introduction**

The Northumberland Church of England Academy Trust is the Admissions Authority and follows the Northumberland County Council admissions procedures for admission to the Primary and Secondary elements of the Academy. The Academy will comply with the School Admissions Code issued by the Department for Education in December 2014.

Arrangements for applications for places at the Academy will be made in accordance with the local authority's (LA) co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the LA.

Admission to The Centre for Complex Learning Difficulties is by a relevant statement of educational needs, or Education, Health and Care Plan (EHCP), via the LA.

Admission into the Nursery provision of the Academy is direct to the Academy.

Decisions on eligibility to enter the Academy in Reception are made by the Academy Trust and any appeals should be made to the Academy Registrar in accordance with the procedures set out under the paragraph on 'Appeals' below.

### **2 Published Admission Numbers (PAN)**

The Academy has set the admission numbers (PAN) as follows:

Nursery – 364 part-time places.

Reception - 210 places

The Academy will admit at least 210 pupils in the relevant year group.

The external admission limit for Year 12, subject to student course combination choices, will be 125.

The Centre for Complex Learning Difficulties has 100 places for children with SLD and PLMD.

In any specific year the Academy governors may set a higher admission number than the agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy governors will consult all relevant parties.

The Academy is not obliged to admit children into a year group other than that of the child's chronological age.

### **3 Admissions General**

If in any year group the Academy is not oversubscribed then the Academy will offer children who apply to that year group a place in that year group.

Children who have either a statement of educational needs (SEN) or an Education, Health and Care Plan (EHCP) plan that specifically names The Northumberland Church of England Academy will be admitted to the Academy.

#### **4 NCEA Early Years Centres Admissions**

Children aged two and three are eligible to be admitted to the Academy's Early Years Centres. Three locations have NCEA Early Years Centre provisions: Thomas Bewick Campus and Robert Stephenson Campus in Ashington and William Leech Campus in Lynemouth. The maximum number of children at each location is 20 in the morning session and 20 in the afternoon session.

Preference will be given to children with LA funding. If there are no places available at the preferred campus and there are places at another campus, parents will be offered a place at another campus or they can opt to be put on a waiting list. The waiting list will be organised in birth date order with the oldest admitted first.

#### **5 Nursery Admissions**

A child cannot be considered for admission until the term following his/her third birthday. If a place is available the child will be admitted into Nursery the term after his/her birthday, with the cut off dates of 31<sup>st</sup> August, 31<sup>st</sup> December and 31<sup>st</sup> March.

If there are no places available at the preferred campus and there are places at another campus parents will be offered a place at another campus or they can opt to be put on a waiting list. The waiting list will be organised in birth date order with the oldest admitted first.

#### **6 Reception Admissions**

Applications are made through Northumberland County Council.

Attendance at the Academy's part time Nursery provision does **not** guarantee admission to the Academy for primary education and **a separate application** must be made for transfer from the Nursery provision to primary provision.

Admission will normally be once a year on a full time basis in September if the child is aged four on the previous 31<sup>st</sup> August. However, some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing to the Executive Director that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age, or
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday; that is when the child reaches compulsory school age.

When a child's fifth birthday falls in the summer term (1<sup>st</sup> April – 31<sup>st</sup> August), parents may request that entry is deferred until the beginning of year 1, but there can be no guarantee that a place will be available if the Academy is oversubscribed and a new application for the school year must be submitted. In such cases, the Academy is not obliged to admit children into a year group other than that of the child's chronological age but will consider all of the

relevant circumstances where any such request is made in accordance with the Admissions Code.

Further information and advice on the admission of summer born children is available from the DFE in '*Advice on the admission of summer born children – December 2014*' DFE-00729-2014.

## **7 Casual admissions**

The Academy only admits Reception as a whole year group, any other applicants for pupils not entering Reception in September are classed as casual admissions. These include September admissions to year groups other than Reception and any admissions in the middle of an academic year.

## **8 Admissions to The Centre**

Admission to The Centre for Complex Learning Difficulties is by a relevant statement of educational needs, or ECHP, via the LA. Children are referred for Special Education following assessments made by a number of professionals, as well as accounting for the views of parents, which leads to a written legal Statement of the child's Special Educational Needs. This enables the Academy to consider carefully whether the child's needs as detailed in the Statement of Educational Needs or Education, Health and Care Plan can be met at the Northumberland Church of England Academy.

## **9 Oversubscription Criteria for Admissions to Reception, KS1, KS2, KS3 and KS4**

Where the number of applications for admission to the Primary and Secondary elements of the Academy is greater than the published admission number (PAN) for that year group, applications will be considered against the criteria set out below:

The criteria will be applied in the order in which they are set out below:

1. Children who are 'looked after' or were previously 'looked after' under the provision of the Children Act 1989 and School Admissions Code December 2014.
2. Children who already have a sibling at the Primary or Secondary elements of the Academy and are living within the catchment area, and who can provide firm evidence that this will be the case on the appropriate admission date. Sibling is defined as a brother or sister, a half brother or sister, a step brother or sister or the child of the parent/carer's partner where the child for whom the school place is being sought is living at the same address. For children who live at two addresses the criteria apply to the address where the child spends the majority of their time.  
  
[N.B. This criterion does not include older siblings who will be in the sixth form at the time of admission or younger siblings who are or will be in the Nursery at the same time.]
3. Children living in the catchment area of the Academy and who can provide firm evidence that this will be the case on the appropriate admission date.
4. Children on whose behalf evidence of exceptional medical need is presented. Evidence must be supported in a written statement by a professionally involved third party, for example, a doctor. The supporting evidence should be submitted at the time of application and should set out the particular reasons why the Academy provision is the most suitable provision and the difficulties that would be caused by the child attending an alternative provision.

5. Children who already have a sibling at the Primary or Secondary elements of the Academy and are living outside the catchment area. Sibling would include a brother or sister, a half brother or sister, a step brother or sister or the child of the parent/carer's partner where the child for whom the school place is being sought is living at the same address. For children who live at two addresses the criteria apply to the address where the child spends the majority of their time.

[N.B. This criterion does not include older siblings who will be in the sixth form at the time of admission or younger siblings who are or will be in the Nursery at the same time.]

6. Children living outside the catchment area of the Academy.

Within each of the above criteria, in the event that there is still an oversubscription after the criteria above have been applied and a tiebreaker is required, then the child living closest to the Academy will be admitted. Distance will be measured in a straight line from the front door of the child's home to the front gate/main entrance of the nearest campus of the Academy.

### Multiple Births

Where there are more applications than places available, children from multiple births will be given priority within criteria 2, 3, 4 & 5 above and treated together as a single group.

### **10 Sixth Form Admissions**

The following admissions policy and over-subscription criteria apply to external candidates only and are provided as information for students currently attending The Northumberland Church of England Academy. Places will be allocated to students of The Northumberland Church of England Academy first.

The minimum entry requirements for internal and external applicants will be:

1. For all Advanced Level (Level 3 type) courses the entry requirement will be a minimum of four GCSE grades A\*- C.
2. For Level 2 courses the entry requirement will be an average of grade E at GCSE.

No applications for admission to the Sixth Form will be accepted after the 30th September in the year of entry. Applications received after this date will only be considered under exceptional circumstances.

### **11 Over-subscription criteria for admissions to 6<sup>th</sup> Form**

Priority will be given in the following order:

1. Students who are 'looked after' or were previously 'looked after' under the provision of the Children Act 1989 and School Admission Code February 2012.
2. Students for whom places on appropriate course are available.
3. Students living in the catchment area of the Academy and who can provide firm evidence that this will be the case on the appropriate admission date.
4. Students on whose behalf evidence of exceptional medical need is presented. Evidence must be supported in a written statement by a professionally involved third party, for example, a doctor. The supporting evidence should be submitted at the time of application and should set out the particular reasons why the Academy provision is the

most suitable provision and the difficulties that would be caused by the student attending an alternative provision.

In the event that there is still an oversubscription after the criteria above have been applied and a tiebreaker is required, then the child living closest to the Academy will be admitted. Distance will be measured in a straight line from the front door of the child's home to the front gate/main entrance of the nearest campus of the Academy.

## **12 Waiting Lists**

Unsuccessful applications for a place at The Northumberland Church of England Academy will, if requested, be placed on our waiting list. This list is ranked according to the same criteria as those used for Admissions to the relevant age group. When a child is added to the list, the list will be ranked again in line with the published oversubscription criteria detailed above. Parents should notify the Academy that they wish to be held on this list and will be contacted directly a place is available.

## **13 Appeals**

Parents may appeal against the decision not to offer a place and must do so in writing to the Academy Registrar within 14 days of being notified that they have not been offered a place at The Northumberland Church of England Academy. An independent appeal panel will hear the appeal. A copy of the appeals procedure is available from The Northumberland Church of England Academy or at [www.ncea.org.uk](http://www.ncea.org.uk).

## **14 Procedures**

This policy should be read in conjunction with the following Admission procedures:

- Admission Procedure for Early Years Centers
- Admission Procedure for Nursery Admissions
- Admission Procedure for Primary Admissions
- Admission Procedure for Secondary Admissions
- Admission Procedure for 6<sup>th</sup> Form
- Admission Procedure for The Centre Admissions