



The Northumberland Church of England Academy

Admissions Procedure for Primary Children

Introduction

The Northumberland Church of England Academy follows the Northumberland County Council admissions procedures for admission to the mainstream Primary element 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 mainstream 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 relevant statement of educational needs or Educational Health Care Plan.

Decisions on eligibility to enter the Academy in Reception are made by the County Council and any appeals against a decision should be made to the Council and follow their procedures for appeals. Details of the procedure can be found on the Council website at <http://www.northumberland.gov.uk/default.aspx?page=439>.

The Admissions Criteria are given in the Academy Admission Policy. Parents may approach the Academy directly and this procedure outlines the procedures to be followed by Academy staff, a flow chart is provided in Appendix A.

Reception Admissions

Applications are made through Northumberland County Council. Parents with children in Academy Nursery provisions who wish to move into Reception the following September will be informed of the requirement to apply for a Reception place and provided with assistance to complete the application if requested.

Parents must complete a **Common Application Form - Entry to Reception class in a first/primary School or Academy** (for the appropriate academic year). The form clearly states that it is to be returned to Northumberland County Council. The application can be completed on-line on the Council website at <http://www.northumberland.gov.uk/default.aspx?page=2313>.

Northumberland County Council will write to parents at the beginning of April each year informing them of the school they have been allocated. Northumberland County Council will also send a list of pupils offered places at the Academy to the Academy Registrar. Parents who wish to accept a place for their child at the Academy should return the acceptance slip to the Academy Registrar at the Robert Stephenson Campus.

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.

The Academy has 210 places in Reception and these are distributed according to the 30 pupils per class rule among the following campuses as follows:

The Thomas Bewick Campus (Moorhouse Lane, Ashington) – 1 class

The James Knott Campus (Norham Road, Ashington) – 1 class

The Josephine Butler Campus (Academy Road, Ashington) – 2 classes

The Grace Darling Campus (Central Parkway, Newbiggin-by-the-Sea) – 2 classes

The William Leech Campus (Church Square, Lynemouth) – 1 class

[While parents will be able to express a preference about the primary campus they wish their child to attend pupils will be offered places at the Academy by the LA rather than at a specific campus in line with the process outlined here. The Academy will take parental preferences as well as operational issues into account in determining the most appropriate campus for individual pupils.]

The Academy Registrar will write to parents informing them of the campus they have been allocated along with a welcome pack and a Reception entry form.

Parents must return the reply slip from this letter accepting the campus place to the Academy within two weeks if they wish to accept the place.

If parents do not agree with the campus offered they may appeal the decision. The procedure is outlined in the Academy Procedure for Appeals Against Allocation of Campus document, which is available on request or from the Academy website, www.ncea.org.uk.

Casual admissions

Because 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.

Parents should apply to Northumberland County Council using a **Common Application Form – In Term Admission Form** – this is in effect an immediate transfer form. Parents must also complete an Academy Application for Admission form (Appendix B). The completed Common Application Form – In Term Admission Form should be sent to Northumberland County Council and the Academy Application for Admission form should be sent to the Academy Registrar at the Robert Stephenson Campus.

Northumberland County Council will check with the Academy to see if there is a place available. If there is a place available within the Academy then Northumberland County Council will send the pupil's details to the Academy Registrar who will follow the process below.

The information is passed to the Principal Director Primary for consideration. If there is a place available in the relevant age group and the child meets the admissions criteria then the child is allocated to a campus and the Executive Director, the Academy Registrar and the Head of Campus is informed of the decision to accept the child.

The Head of Campus will arrange for a visit for the parent and child to the campus and for the child to be admitted. The Head of Campus will inform the Academy Registrar of the actual date of admission.

The Centre Admissions

Admission to The Centre for Complex Learning Difficulties is by relevant statement of educational needs or Education, Health and Care Plan (EHP), via the LA. Children are referred for Special Education following assessments made by a number of professionals, as well as well as accounting for the views of parents, which leads to a written legal Statement of the child's Special Educational Needs.

Written referrals containing information about a child's needs will be sent to the Principal Director The Centre by the LA in order for the school 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. Occasionally referrals are sent to the Academy before the child is of statutory school age and then where possible the Academy tries to make provision for younger children, usually on a part time basis as appropriate.

Families moving into Northumberland from another area of the country who have a child with a Statement of Educational Need may contact the school directly or through Northumberland County Council, at County Hall, Morpeth 0845 600 6400

Waiting Lists

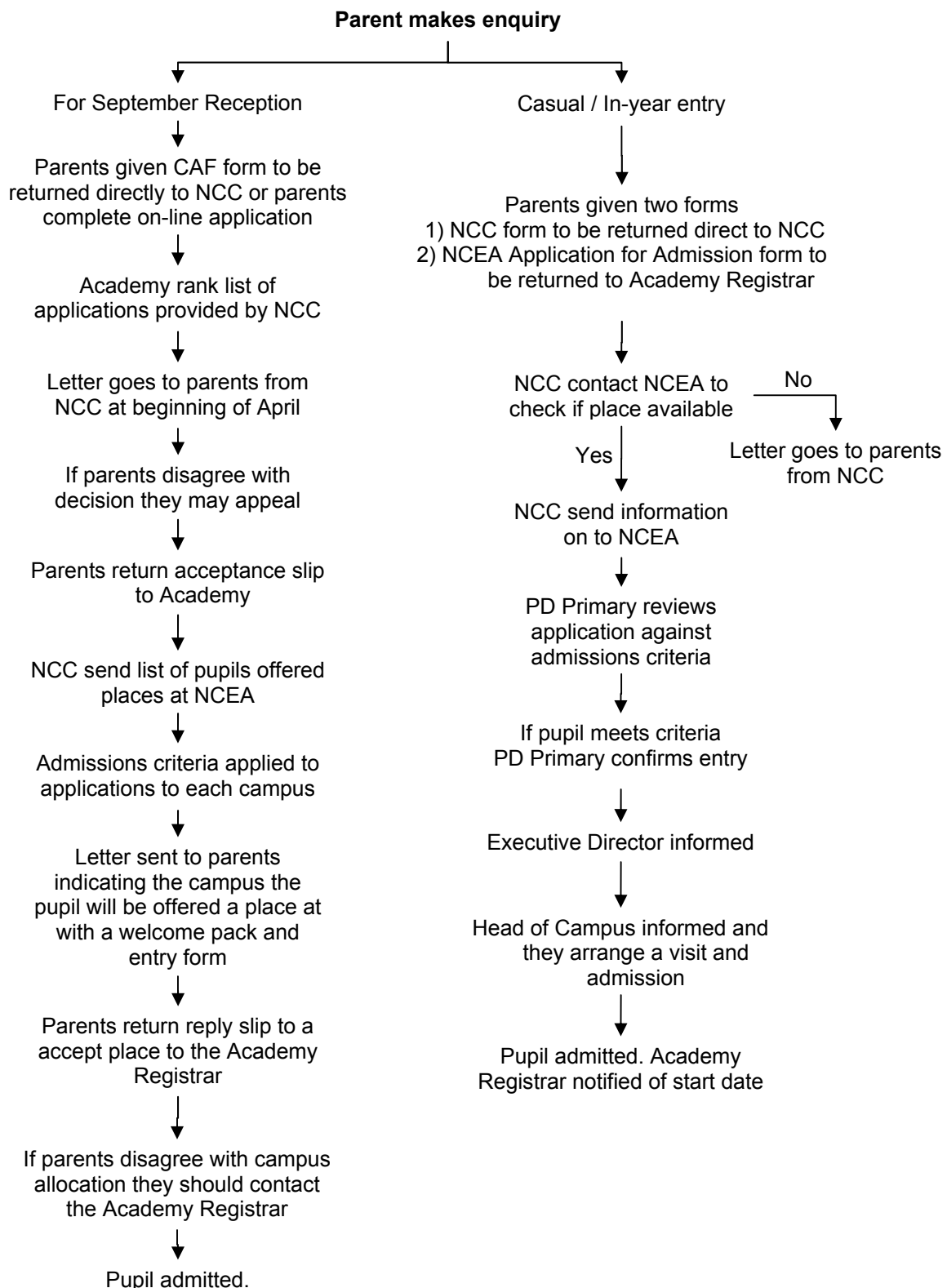
Unsuccessful applications for a place at The Northumberland Church of England Academy will, if requested, be placed on our waiting list. This list is ranked according to the same criteria as those used for Admissions. When a child is added to the list, the list will be ranked again in line with the published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

Appeals

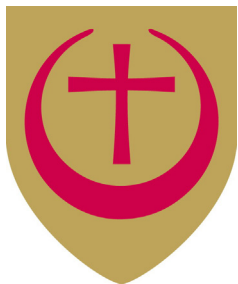
Parents may appeal against the decision not to offer a place and must do so in writing to the Academy Registrar within 14 days of being notified that they have not been offered a place at The Northumberland Church of England Academy. An independent appeal panel will hear the appeal. A copy of the appeals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

Parents may appeal against the offer of a specific campus or if a request to transfer to another campus has been turned down. The procedure is outlined in the Academy Procedure for Appeals Against Allocation of Campus.

Appendix A – Primary Admissions Process Flow Chart



Appendix B – Application for Admission Form



The Northumberland Church of England Academy

Application for Admission Form

<u>Office Use Only</u> Date of Admission Class Admission No UPN

Pupil Information

Date you wish your child to start the Academy

Forename(s): Surname: D.O.B.:

Home Address:

Postcode: Pupil in Care: Y / N (please circle) Ethnicity:

Tel No: Gender: M / F (please circle) Home Language: Religion:

Campus first preference: Campus second preference:

(The Academy will take parental preferences as well as operational issues into account when determining the most appropriate campus for individual pupils)

Last/current school attended:

Parents / Guardian Information – contact information

Surname:..... Surname:.....

First Name:..... First Name:.....

Address: Address:

Employer:..... Employer:.....

Work Tel No:..... Work Tel No:.....

Mobile Tel No: Mobile Tel No:

Parental Responsibility Y/N Parental Responsibility Y/N

Brothers Name: Campus attending:

/ Sisters in Academy

Name: Campus attending:

Emergency Contacts (Do not leave blank. This must **not** be parents)

Surname: Surname :.....

First Name: First Name:

Address: Address:

Postcode: Postcode:

Relationship to pupil: Relationship to pupil:

Tel No: Tel No:.....

Parental Responsibility Y/N Parental Responsibility Y/N

Order of preference for contacting:

Medical Information (Please state any illness or medical information that you feel the Academy should know of)

.....
.....
.....

Does your child have a statement of special educational needs:

Does your child currently receive speech and language therapy:

Emergency consent: In the case of an emergency whilst your child is at school it is important that we have consent to seek medical assistance should we be unable to contact a family member e.g. Take your child to a GP or call for ambulance assistance. It is unlikely that we will ever need this but it is essential for your child's safety. I give my consent Yes No

GP/Practice Name: Tel No:

Dentist's Name: Tel No:

Dietary Information (please tick lunch arrangement)

Paid School Lunch Free School Lunch Packed Lunch Home Lunch Other

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Artificial colouring Allergy | <input type="checkbox"/> Gluten Free | <input type="checkbox"/> Kosher Foods only |
| <input type="checkbox"/> No nuts of any type/quantity | <input type="checkbox"/> Ramadan | <input type="checkbox"/> Seafood allergy |
| <input type="checkbox"/> Vegetarian | <input type="checkbox"/> No Pork | <input type="checkbox"/> No diary produce |
| <input type="checkbox"/> Other (Please give details | | |

Travel Information (please tick travel arrangement)

School bus/coach Walk Car Taxi Public Transport Bicycle Train

Permissions (Please tick any you would like to give permission)

- I give permission for my child to have their photograph taken and for these photographs to be used in Academy letters and leaflets.
- I give permission for my child to take part in visits outside the campus grounds.
- I give permission for staff to apply sun cream to my child.
- I give permission to share information between Academy and health care professionals

Signature: Date:

Please return this form to the Academy Registrar at the Robert Stephenson Campus.