



The Northumberland Church of England Academy

Admissions Procedure for Secondary Admissions

Introduction

The Northumberland Church of England Academy follows the Northumberland County Council admissions procedures for admission to the mainstream Secondary 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.

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.

Secondary 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 Secondary for consideration. If there is a place in the relevant age group available and the student meets the admissions criteria then the Executive Director is informed and the parents/carers of the child are invited in to meet with the Principal Director Secondary and Head of Year to prepare for admission.

Once the decision to admit the child has been made then the Academy Registrar is informed. The Head of Year will arrange for the child to be admitted and 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

Sixth Form Admissions

Parents of students wishing to enter the 6th Form should refer to the Admissions Procedure to the 6th Form.

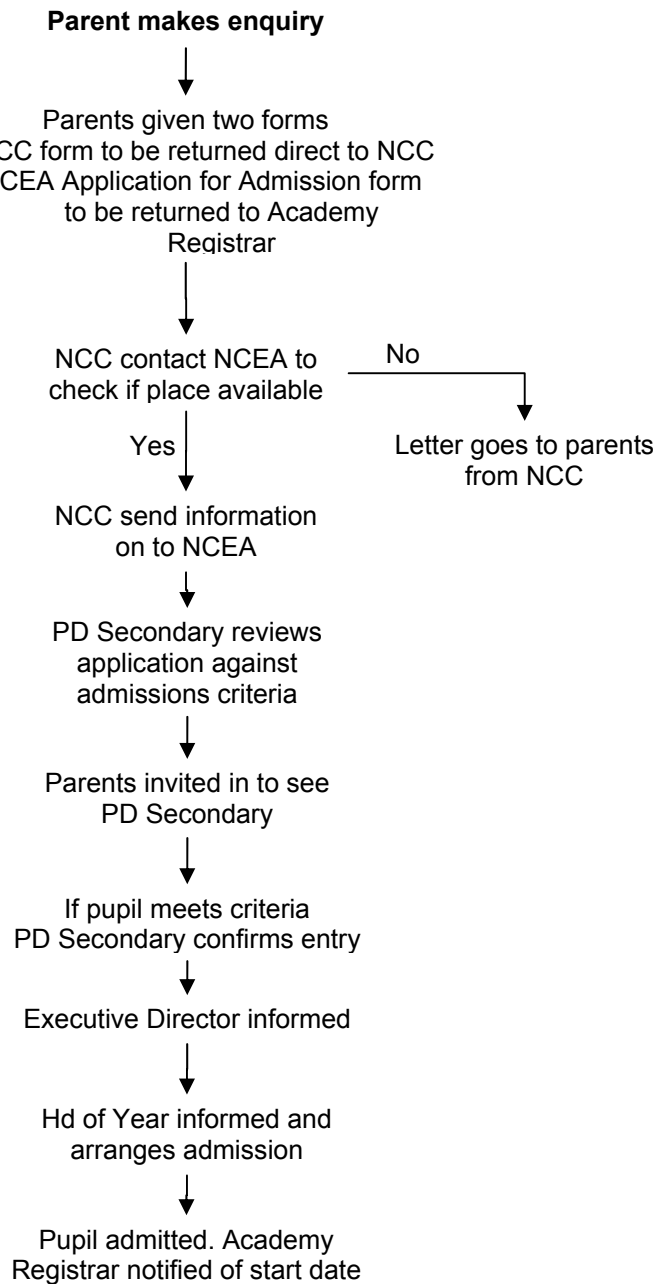
Waiting Lists

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.

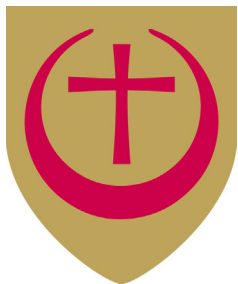
Appeals

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.

Appendix A – Secondary 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.