



The Northumberland Church of England Academy

The Academy Admissions Policy

Responsibility:	Chief Operating Officer
Date of origin:	
Latest review:	June 2017
Review:	Annually
Approved by Governors:	FGB or GB Committee
Statutory requirement:	YES



The Northumberland Church of England Academy

Admissions Policy

1.0 Links to Mission, Aims and Values

Inspiring Achievement – Encouraging Compassion

1.1 The Northumberland Church of England Academy seeks to inculcate a culture of learning, success, high expectations, aspiration, challenge and inclusion in all aspects of Academy life and through that to encourage life-long aspiration. This is reflected through the curriculum, the leadership and daily practices of pupils and staff, aspiring to be compassionate global citizens with a sense of community and social responsibility.

1.2 Values Statement

Let your light so shine...’ [Matthew 5:16]

The Northumberland Church of England Academy strives to:

- Provide a distinctively Christian inclusive and diverse learning environment which honours God. Every learner, adult and child, is enabled, nurtured and challenged to be the best they can be.
- Encourage staff and pupils to aspire to fullness of life [John 10:10] that they may achieve their full potential.
- Promote the spiritual, moral, social, cultural, personal and physical development of individuals within a Christian framework.
- Sustain a community in which everyone is respected and valued.

In so doing we hope to enable all within our extended community to **let their LIGHT shine** and to ensure that the NCEA’s values of **LOVE, INCLUSIVITY, GOODNESS, HOPE** and **TRUTH** are well served by all the work we do.

1.4 This policy, and its associated procedures and protocols, is based on these key principles.

2 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.

3 Published Admission Numbers (PAN)

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

Nursery: 364 part-time places.

Reception: 210 places

The Academy: admits up to 210 pupils in the relevant year group.

Post 16 (Year 12): up to 125.

The Centre for Complex Learning Difficulties has 101 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.

4. 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.

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.

5. 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 the 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 order of birth date with the oldest admitted first.

6. 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 31st August, 31st December and 31st 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 order of birth date with the oldest admitted first.

7. 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 31st 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 formal education 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 (1st April – 31st 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.

8. Casual admissions

The Academy only admits to Reception as a whole year group. Any other applications for pupil entry, not into Reception in September, are classed as casual admissions. These include September admissions to year groups other than Reception and any admissions in the during the academic year.

9. 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.

10. 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.

11. 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.

12. Over-subscription criteria for admissions to 6th 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 young person 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.

13. 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.

14. 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.

15. Procedures

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

- Admission Procedure for Early Years Centres
- Admission Procedure for Nursery Admissions
- Admission Procedure for Primary Admissions
- Admission Procedure for Secondary Admissions
- Admission Procedure for 6th Form
- Admission Procedure for The Centre Admissions