



# Lingfield Education Trust

## Admissions Policy

Policy Version Control	
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Policy prepared by (name and designation)	Nick Blackburn CEO
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## Lingfield Education Trust Admissions Policy

### Admission Number

All schools within the Trust have an admission number (i.e. the number of places available).

For September 2017, the Published Admissions Numbers into Reception Year for each school in the Trust is:

Corporation Road Primary School	45
Heathfield Primary School	60
Hurworth Primary School	30
Mount Pleasant Primary School	30
Northwood Primary School	60

### Process of Application

Applications for places at the schools will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Primary School Application (PSA) available from and administered by Darlington Borough Council. Prospective students and their parents/carers are encouraged to visit the school before making an application.

### Consideration of Applications

Where fewer applications than the number of places are received, the school will offer places to all those who have applied.

Where the number of applications is greater than the Published Admissions Number (PAN), applications will be considered against the oversubscription criteria as below. After the admission of pupils with an Education, Health and Care Plan where a school is named on the plan, the following criteria will be applied in the order in which they are set out below:

**Priority 1 - Looked After Children** - A 'looked after' child is a child who is in the care of a Local Authority or provided with accommodation by that Authority, adopted; subject to a child arrangement order or a residency order (for more in depth definitions

see Section 22(1), Section 8, section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002).

**Priority 2 - Medical Reasons** - Children with very exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see explanation).

**Priority 3 - Family Links** - Children who have a brother or sister already attending the Academy and are expected to be on roll at that Academy at the time of admission (see note 1)

**Priority 4 - Rural** - Children living within the rural wards of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at certain schools (see 'Rural Wards' explanation).

**Priority 5 - Distance** - Urban Wards of Darlington Borough Council - Children who live nearest the preferred school measured from the front door of the home address (see note 2) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent the LA uses a Geographical Information System to measure all distances. The LA's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmaced).

**Rural Wards of Darlington Borough Council** - Pupils who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, via the shortest route which is paved/tarmaced\*. This will be based on the home address of the child. To remain consistent the LA uses a Geographical Information System to measure all distances. \*In the rural wards, the Council is aware that the shortest route may not be a safe route to walk. Therefore, if a child living in a rural ward, is successful in gaining a place at a school; where the route taken when measured by the LA, is paved/tarmaced but not also lit at regular intervals, then the LA will provide assistance with transport, even if it is less than the statutory distance for a child of the appropriate age.

## **Tiebreak**

In the event of a tiebreak, the LA will carry out a thorough investigation, which may involve an Officer walking the route using a pedometer, as distance will be the deciding factor.

### **Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The expected pupil will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Medical Criterion**

If you state a preference for a school and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties it would cause if your child had to travel to another school.

The LA reserves the right to make contact with the District Medical Officer for independent information regarding your child's condition. We may also seek advice from other qualified professionals, e.g. Psychologists or other specialists where necessary.

### **Family Links**

Children have a family link if:

- They are half or full brother or sister.
- They are adoptive brother or sister.
- Their carers are married/co-habiting and children live together in the same household.
- They are children of the same household (e.g. carers have special Guardianship/child arrangement order).

### **Definition of Home Address**

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of child-minders or other family members who may share in the care of your child. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

Where parents/carers are separated and the child lives for periods with both, then the home address will be that of the parent that received the Child Benefit. Where the child care arrangements are shared jointly between both parents the LA will consider the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary.

The Schools Admissions Team will check addresses against other records held by Darlington Borough Council, such as the electoral register and council tax records.

If the main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent/carer was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and move into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

Where a family intends to move into the borough, a request for a school place based on a new address **CANNOT BE CONSIDERED** until a letter is provided from a licensed conveyancer or solicitor confirming exchange of contracts.

It is the parent/carers responsibility to inform the LA immediately of any permanent change of address during the period from receipt of application up to the offer date, as this may affect the admission offer made for your child. In the event of a change of address affecting the application for your child to attend an over-subscribed school, the Local Authority will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts.

**THE AUTHORITY RESERVES THE RIGHT TO WITHDRAW ANY OFFER MADE ON THE BASIS OF AN INACCURATE OR MISLEADING ADDRESS**

### **Waiting Lists**

Your child's position on a waiting list(s) will be determined by the oversubscription criteria. If you want your child's name to be added to a waiting list for any school then you must complete the options form attached to the refusal/offer letter.

The LA holds waiting lists only for schools within Darlington Borough and names can be added to a waiting list at any time. When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria but without reference to preferences expressed in the initial round of offers. The Authority does not take into account the length of time on the waiting list.

Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. Thereafter, normal transfers/in-year admission arrangements will operate. Waiting lists for Academy Schools will be held until the end of December, it will then be at the discretion of each Academy School to decide whether they continue to hold a list.

### **Looked After Children**

A **looked after child** is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangement order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's social guardian or guardians.

### **In-Year Admissions**

Parents wishing to apply for a place in a year group other than at the normal point of entry (Reception or Year 7) should contact the local authority directly to request an in-year application form, if moving into the authority. If transferring from one Darlington school/academy to another, then request an application form from the school the child is attending

### **Admission of Children outside Their Normal Age Group and Deferred Entry**

If a parent seeks a place in a year group outside their normal age group, they should complete an application form and attach a covering letter along with accompanying documentation which details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the Schools Admissions Manager, Children, Families and Learning, Town Hall Darlington, DL1 5QT who will contact the Head Teacher of the school concerned and ask for their views. Once a decision has been made the LA will write to the parent/carer informing them of the decision and setting out the reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

### **Admission of Children Below Compulsory School Age**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time until they reach compulsory school age and parents can defer the date their child is admitted until later in the school year.

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**Review Date:** Spring 2018