

# Saltburn Primary School



## Admission Policy & Procedures for Admission 2023-24

### DOCUMENT CONTROL

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school (Reception/Mid-year)
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association. The arrangements are in line with those applied by the Local Authority for all schools and academies within Redcar & Cleveland. Legislation now states that School Admissions Policies only need to go to consultation every 7 years if there are no changes to admission criteria.

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority. A child reaches **compulsory school age (Reception)** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority. Please note pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

## 5. Requests for admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you should make an application for the normal time of entry and then put a request in writing to the School Admissions Team asking to defer the entry date and giving your reasons for the request. The request will be considered in consultation with the school concerned and you

will be notified of the outcome of your request. If the request is agreed, you should then submit a new application at the time applications are being taken for the new admission date. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the school in that year.**

## **6 Allocation of places**

### **6.1 Admission Zone**

No change is proposed to the schools' admission zone. The schools' admission zone is that covered by the admission zones of Saltburn only.

### **6.2 Admission numbers**

The proposed admission numbers have been set with regard to the physical capacity of the school. The proposed admission number for Reception for 2023/24 school year is 60. These figures are based on the assessed capacity of the school at present times and may be subject to variation, depending on future plans and developments which may impact on the schools' physical capacity.

### **6.3 How to apply for a place in Reception for September 2023**

The application process for admissions into Reception is co-ordinated by Redcar and Cleveland Local Authority (LA), which acts on behalf of the Academy Trust to offer Reception places at our academy. Parents should submit an online or paper **Application Form**, available from the LA Admissions Team (of the authority in which you live), no later than **15<sup>th</sup> January 2023**. Offer letters will be issued by the LA on **16<sup>th</sup> April 2023** – the national school places Offers Day. Applications can also be made online. An independent Choice Advisor service will be available to assist families with their application (01642 837702). For details please contact the Redcar and Cleveland LA Admissions Team on 01642 837730 or 837740 or 837702 or log onto [www.redcarcleveland.gov.uk/admissions](http://www.redcarcleveland.gov.uk/admissions). All parents/carers are strongly advised to read the Redcar & Cleveland Local Authority Guide for 2023/2024.

### **6.4 Late Applications**

Applications received after the closing date will be considered after applications that were received on time unless there was good reason for their lateness. An example of this would be a new family moving to the area after the closing date.

### **6.5 Admissions Criteria**

If the school is not oversubscribed, all applicants will be offered a place.

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a Statement of Special Educational Needs (SEN) or an Education Health and Care Plan (EHCP) that names the school. **This is not an oversubscription criterion.** This relates only to children who have undergone statutory assessment and for whom a final statement of SEN or an EHCP has been issued.

## 6.6 Oversubscription criteria

Where there are more applications for a school than there are places available, places will be allocated in order using the oversubscription criteria adopted from the Local Authority below:

| <b>CRITERIA<br/>(in priority order)</b>  | <b>EXPLANATORY NOTES</b>  |
|--|---|
| <p>1. Looked after children<sup>1</sup> and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>. Previously looked after children are children who were looked after but ceased to be so because they were adopted<sup>3</sup> (or became subject to a child arrangements order<sup>4</sup> or special guardianship order<sup>5</sup>).</p> | <p>1 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>2 A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.</p> <p>3 This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).</p> <p>4 Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.</p> <p>5 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</p> |
| <p>ii) Children who are permanently resident in the admission zone defined for the school.</p>   | <p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian</p>   |

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|   | <p>ordinarily resides and with whom the child normally lives will be considered.</p> <p>If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child (if eligible). If neither parent is eligible for child benefit, the address used will be that on the child's medical registration card (proof may be required). Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The local authority will act should false information be submitted in order to secure a place at a particular school.</p> |
| <p>(iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2020/21 school year.</p>  | <p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2019/20 school year.</p> <p>'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>  |
| <p>(iv) Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors</p> | <p>Social reasons generally do not include domestic circumstances such as parents' working commitments, child care arrangements, or separation from friends. In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>You are strongly urged to provide independent third-party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long-term medical or social reason why you think your child should be given special</p>  |

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|   | consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet your child's needs. The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority's professional advisors as to whether or not your application falls into this category. |
| (v) Children living closest to the school | The distance from home to school will be measured by computer on a straight-line basis using the number and postcode of the house and the postcode of the school  |

### 6.7 Tie break

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight-line basis as defined above. Priority will be given to children who live closest to the school. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

### 7 Mid-Year transfer/in year school admission

You can apply for a place for your child at any time outside the normal admissions round. Applications will be coordinated by the Redcar and Cleveland School admissions Team on behalf of school within the Borough. Any request for transfer should be made to the School Admissions Team on 01642 837740/837730 or log onto Redcar and Cleveland Borough Council Admissions webpage.

### Admissions arrangements and time table – 2023/24

|  |  |
|--|--|
| W/C 14 November 2022<br>W/C 21 November 2022 | <ul style="list-style-type: none"> <li>• Send out application information.</li> <li>• Online application website opens</li> </ul>  |
| 15 January 2023                              | <ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications</li> </ul>  |
| 16 April 2023                                | <ul style="list-style-type: none"> <li>• The LA to send letters to all parents informing them of their allocated schools</li> <li>• LA to inform schools of allocated pupils.</li> </ul> |

|                         |   |
|-------------------------|---|
| June/July 2023          | <ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels</li> </ul>           |
| End of Autumn Term 2023 | <ul style="list-style-type: none"> <li>• Admission round ends</li> <li>• Waiting lists close</li> </ul> |

### **8. Waiting Lists**

Any unsuccessful applicants will be automatically placed on a waiting list and ranked in order as per the oversubscription criteria. Waiting lists will be maintained until the end of the Autumn Term 2023.

### **9. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. For details please contact the Redcar and Cleveland Local Authority Admissions Team on 01642 837730 or 837740 or log onto Redcar and Cleveland Borough Admissions webpage. Where places become available prior to an appeal hearing, they will be allocated in accordance with the oversubscription criteria.

### **10. Monitoring arrangements**

This policy will be reviewed and approved by the Trust every year.