

ADMISSIONS POLICY 2021/2022

Review Date	Reviewer	Adopted
Autumn Term 2018	J Barker	December 2018
Autumn Term 2019	J Barker	December 2019

Introduction

The North East Learning Trust is the Admissions Authority responsible for determining and applying this policy in the following Academies:

- Ashington Academy
- Bedlington Academy

The Trust will consider all admission applications sent to them by the Local Authority (LA) and will apply the policy fairly and consistently to every application received.

Published Admission Number (PAN)

The PAN is the number of places we intend to make available for our normal intake. Once the PAN has been set for an Academy, we will not refuse any applications submitted during the normal admission round for Year 7 where the PAN has not been exceeded.

However, if there is an unexpectedly high demand and the Trust believes we could admit additional children, we will inform the LA and either admit children above the agreed PAN or increase the PAN accordingly to accommodate more children.

The current PAN for Academies within the Trust is:

Academy	Phase	PAN
Ashington	Secondary	180
Bedlington	Secondary	150

Applying for a place in Year 7 in Northumberland

To apply for a place at a secondary Academy within the Trust parents/carers should complete the common application form supplied by Northumberland County Council. The completed application form must be returned to the Local Authority by no later than **31 October 2020**. Any application forms received after that date will be classed as 'late' and will not be dealt with until all applications received on time have been through the application process.

Address

The address given must be where the child and parents/carers live permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Trust may request to see the court order, child tax credit letter, child benefit letter, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. *If there is joint custody for the child, then the address of the parent/carer receiving the child benefit will be used.*

Oversubscription Criteria for Ashington Academy and Bedlington Academy

1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order*.

A looked after child is a child who is, at the time of making an application to a school, (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (see definition in section 22(1) of the Children Act 1989.

2. Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Issue No:	2	Quality Document Type:	Policy
Date:	18/12/19	Ref:	TRUST/ADMISSIONS/NORTHUMBERLAND
		Originator of this document is:	J Barker

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, religious organisation, or any other provider of care whose sole purpose is to benefit society.

3. Medical reasons

Children with very exceptional medical factors directly related to school placement.

4. Sibling links

Children who have a sibling already attending the school and who is expected to be on roll at the time of admission.

5. Children of staff employed at the Academy

Children of staff employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.

6. Distance

Distance from the front door of the child's home to main gate of the school will be the deciding factor with preference being given to those whose home address is nearest to the school as measured in a straight line ('as the crow flies'). The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.

This will be based on the child's address. Where the last place to be allocated would mean that a multiple birth sibling group i.e. twins, triplets, or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children. Otherwise, if only one final place can be offered, and two applicants live equidistant from the Academy, the LA's system of random allocation will apply.

Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

In cases where an application for a place has been unsuccessful, parents may request that the child's name be placed on a waiting list for the school in question. Waiting lists can only apply to transfer year groups and will only be maintained until 31st December of the year in question. A place on the waiting list does not affect your right to appeal.

Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998 gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The School Admissions Appeals Code can be found on the DfE website at: www.DfE.gov.uk.

Late applications for a Northumberland School Place

If your application is late and is not considered as exceptional, you will not be offered a place on 2 March 2021. This will be the case even if you live in the catchment area for the school. If you are a Northumberland resident, you will get an offer on or after 2 March 2021.

Notification of Places

The formal offer of a place will be issued by the LA who will write to parents/carers on **2 March 2021**.

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Date:	18/12/19	Ref:	TRUST/ADMISSIONS/NORTHUMBERLAND
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Waiting lists/appeals

The Trust will maintain the waiting list. Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Unsuccessful applicants may also contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5634190 Option 1 or email joanne.barker@nelt.co.uk to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

There will be no waiting list available after 31 December 2021.

Withdrawing an offer of a place

The Trust reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parent/carer fails to respond to the offer of a place within the agreed deadline.
- It is established that the offer of a place was obtained through fraudulent or misleading application.

In-year admission to Ashington Academy and Bedlington Academy

The Trust have agreed to operate in accordance with Northumberland LA's In-Year Fair Access Protocol.

To apply for a place in any of the Academies within the Trust during the academic year, parents/carers should contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5634190 Option 1 or email joanne.barker@nelt.co.uk to request an In-Year Transfer Form.

The completed form must be returned to the Governance Manager and if a place is available, the student along with the parent/carer will be invited for a meeting and tour of the Academy after which the Trust will offer the place, unless there is a compelling reason not to.

If the year group is full or oversubscribed then a place will be refused, the applicant will be given the opportunity to appeal and an appeals form will be supplied. If the parent/carer chooses to appeal for a place the panel will be convened, and any decision made by the panel is legally binding.

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