

RECEPTION Admissions Policy 2019

Northern Lights Learning Trust is the Admissions Authority for the school. The Trust has delegated, to a committee of the governing body, authority to consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Trust, the Local Governing Body, the Diocesan Board of Education, all other Admissions Authorities in the area and interested parties and parents through the school web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, February 2012."

Applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date, will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an informed decision.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance, all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/Academy for which they are eligible that they will be offered.

Children who have an Education Health Care Plan, which names Benedict Biscop CE Academy as the school, will be admitted.

The Admission policy is applied if the number of applications exceeds the number of places.

We will admit 30 applications in accordance with the following criteria in the following order of priority:

1. Looked After children. This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order or special guardianship order). Parents/carers are asked to send proof as supplemental information with their application form.

2. Previously Looked After children. This refers to children who have been previously looked after, in state care, outside of England, but ceased to be so, because they were adopted. Parents/carers are asked to send proof as supplemental information with their application form.
3. Siblings - children who have an older sibling attending the school, at the time of their application. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, (foster brother or sister), or the child of the parent/carer's partner. This applies where the child for whom the place is sought is living in the same family unit at the same address as that sibling.
4. Feeder School- children who attend the Nursery class of the same academy in the previous academic year to that of their application.
5. Neighbourhood places - children living near the Academy will be admitted using the selection criteria, measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats), taken to be the address in which the child resides, to the centre of the school, using the Local Authority's computerised measuring system, with those living closer to the school, receiving the higher priority. Proof of residency will be sought i.e. a Council Tax Bill and should be sent in as supplemental information with each application, (no other means of proving residency will be accepted.)
6. Other children.

Tie Breaker: if in any category, there may be more applicants than places available, then the shortest, safest walking distance from the school will be used according to criteria in category 5. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered a place. This process will be conducted in the presence of a person independent of the school.

Parents who are awarded a place for their child may request that:

- the date their child is admitted to school is deferred until later in the same academic year or subsequent year
- their child takes up the place part time, if it is in the interest of the child, until the child is of compulsory school age
- the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

In this instance, parents must discuss this with the Headteacher. Compulsory school age is determined as the term after the child's fifth birthday.

Notes and supplemental information:

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the governing body will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents, who are unsuccessful in securing a place for their child at the Academy, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Local Governing Body at the Academy address. Appeals are heard by an independent panel.

Children, who are unsuccessful in securing a place at the Academy, will be placed on a waiting list, which will be held by the Academy until the child leaves Primary school age or unless the parent requests that the name is removed.

Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy and evidence sought to support their application.