DETERMINED
ADMISSIONS TO COMMUNITY FIRST AND PRIMARY SCHOOLS POLICY SEPTEMBER 2018

Where the Local Authority receives more applications than places available the following admission criteria are used to decide on admission to Community First and Primary Schools.

All Community First and Primary Schools operate an equal preference system for processing parental preferences.

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs are required to be admitted to the school named in the statement and with effect from September 2014 those children with an Education Health and Care Plan (EHCP). Thereafter the following oversubscription criteria will apply.

Oversubscription Criteria

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. ***See Note 1 below.***

2. Pupils who live within the catchment area of the school (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2018 will be given priority).

3. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the school in September 2018.

4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

NOTE 1
A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

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

A **residence 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 special guardian or guardians.

Closing Date
In determining admissions, priority will be given to those applications where the parental application is received by the published deadline date **Friday 12 January 2018.**

Late Applications
If you return your application after the closing date your application will be classed as Late unless exceptional circumstances exist. The Local Authority will consider your reasons, provided they are received before 1 March 2018 and if they are exceptional, consider your application along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required). If your reasons are not exceptional then your application will not be processed until after **16 April 2018**. You should be aware that this will reduce your chance at gaining a place at the school you want.

Offer Date
On **Monday 16 April 2018** parents will be notified of the outcome to their application. If you applied online you will be sent an email on this day if you completed a paper application then a letter will be sent out by 2nd class post on this day.

Equal Preference System
The Local Authority operates an equal preference system for processing applications. This means at the first stage there will be no distinction between first, second or third preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

Parental Responsibility
When considering your application the Local Authority will use the parental home residence of the Parent/Carer who receives or would have received the child benefit for the child/ren.

Waiting lists
If you have been refused your preferred school(s), you will have the opportunity to place your child's name on a waiting list(s). You may wish to place your child's name on a waiting list for more than one school. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and

Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

Waiting lists for schools will be held for one term in the academic year i.e**. 31 December 2018**; no list will be held by any individual school or the Local Authority after this date.

Catchment Areas
All Community Schools have a defined geographic area called a catchment area. To find out which catchment area you live in log onto www.northtyneside.gov.uk or contact the Access Team on telephone number 0191 643 8724

Sibling Link
If your child has a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, long term fostered children) attending your preferred school in September 2018, we will consider this as a sibling link. However, no guarantee is given that siblings can transfer to the same school where the school is oversubscribed.

Admission of children below compulsory school age and deferred entry to school
The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents can request that their child attends part- time until he/she reaches compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. The child must, however, start school full time in the term after its fifth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age

Further information/advice on the admission of summer born children is available on the North Tyneside website at **www.northtyneside.gov.uk**