

**MONKTON INFANTS  
SCHOOL**



**ACADEMY  
ADMISSIONS  
POLICY  
(2024 – 2025)**

## **ACADEMY ADMISSIONS POLICY**

---

Monkton Infants School (described as 'the Academy' in the remainder of this document ) accepts the DfE Admissions Code. This admissions policy is intended to cover all of the requirements set out in the code and will make the Academy fully compliant with the code.

- **South Tyneside Council is the admissions authority for the Academy.**
- **Decisions concerning the admissions of pupils to the Academy and the attendant administrative procedures are the responsibility of the Academy Trust.**
- **The Academy will consult with the Local Authority (LA) on an annual basis concerning admissions arrangements although the final decision will be made by the Academy Trust.**
- **The general admissions arrangements of the LA for all schools is available via the South Tyneside council website [www.southtyneside.gov.uk](http://www.southtyneside.gov.uk).**
- **The school will admit pupils in accordance with the Local Authority's coordinated admissions scheme.**
- **The Academy will normally admit pupils who have named the Academy as the preferred school in the application form in the order of priority set out below.**
- **The Academy Trust intends to admit up to sixty (60) pupils to the reception year group in September.**
- **The Academy operates an equal preference system, which means that all first, second and third preference applications are considered equally against the following criteria.**
  - a) A 'Looked After Child' 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. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. See note 2 below.
  - b) Parental home residence within the defined catchment area of the school.
  - c) Concurrent sibling link (an older brother or sister attending the school at the same time and residing at the same address, to include adoptive siblings, half siblings, step siblings and long term fostered children,).
  - d) Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

The above distance measurement will also be used as a 'tie breaker' within each criterion, if necessary.

## Monkton Infants School

**Note 1:** *Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA 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.*

- a) *An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.*
- b) *A 'child arrangement order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.*
- c) *'Special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A of the Children Act 1989).*

**Note 2:** *A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

If it becomes necessary to decide between applicants within the same criterion, the distance tiebreaker described above will be used.

Where two or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places, the tie break will be random allocation and will be by the drawing of lots to determine the rank order for each child. In order to ensure fairness, the School Admissions Team will administer the random allocation system overseen by an independent adjudicator in accordance with the random allocation procedure.

### ***LATE APPLICATIONS***

---

In determining admissions, priority will be given by the Academy to those applications where the parental application form is received by the published deadline date.

If an application is received after the closing date it will be classed as Late unless exceptional circumstances exist. The Academy will consider the reasons and if they are exceptional consider the 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 the reasons are not exceptional then the application will not be processed until after April. Applicants should be aware that this will reduce the chance of a pupil gaining a place at the preferred school.

### ***WAITING LIST***

---

If a child have been refused a place at the Academy, a parent will have the opportunity to place the child's name on a waiting list. Children are placed on the waiting list according to the oversubscription criteria (as set out later in this document) regardless of when the application was received and within each criterion the place is ordered by the shortest distance to the school measured as a straight line, from the Ordnance Survey parental home residence point (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

## Monkton Infants School

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 the Academy will be kept open until 31 December.

### ***EXPLANATION OF OVERSUBSCRIPTION CRITEREA***

---

#### **A ‘Looked After Child’**

The Academy will give a ‘Looked after Child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order priority in our oversubscription criteria. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

This means that when a place becomes available in the school year it can be offered to these children to ensure that they are quickly placed in an appropriate school. This is necessary as it is recognised that such children are a disadvantaged group who, because of frequent changes of school following their care placements, may have lower than average levels of attainment. It is also a statutory requirement that Admission Authorities give top priority to these children in their oversubscription criteria.

#### **Children of School Staff**

Children of staff members employed by the academy will not be given priority and will be subject to the same admission arrangements as every other child on the admissions register.

#### **Parental Home Residence**

A pupil’s home address is considered to be a residential property that is the child’s only or main residence, and is either:

- Owned by the child’s parent(s) or the person with parental responsibility for the child; or
- Leased to or rented by the child’s parent(s) or the person with parental responsibility under a lease or written rental agreement of not less than twelve months’ duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

The addresses of child minders, relatives or friends who may help you look after the child may not be used on the application for a place at the Academy. The Academy reserves the right to seek proof of address and withdraw the offer of a place should the application be intentionally misleading or fraudulent. Where a place is withdrawn, your application will be considered afresh and the right to appeal offered if a place is refused.

#### **Parental Responsibility**

Who is a ‘parent’ in relation to education legislation? Section 576 of the Education Act 1996 defines the term ‘parent’ as:

## Monkton Infants School

- All natural parents married or not
- Any person who has got 'parental' responsibility (the Academy) will require documentary evidence)
- Any person without being a natural parent or having 'parental responsibility' who has care of the pupil (The Academy will require documentary evidence)

### **Shared Parental Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used when offering places.

### **Children of UK Service Personnel and Crown Servants**

Where a child may have more than 1 address due to one or boths parents being UK Service Personnel / Crown Servants; the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used when offering places.

### ***IN-YEAR TRANSFERS***

---

South Tyneside Council is the Admissions Authority for the Academy. Parents must first contact the South Tyneside Council to obtain and complete an In-Year Transfer application. Further information available at <https://www.southtyneside.gov.uk>.

Once South Tyneside Council have informed the Academy of the application, the Academy Trust Board Admissions Committee will reconviene to discuss and make a deicion about each application. The Academy will inform South Tyneside Council and parents of the decision.

### ***RIGHT TO APPEAL***

---

Parents who are refused a place for their child at the Academy have a statutory right of appeal. Further details of the appeals process are available from South Tyneside Local Authority.