

Admission to Primary Schools

(including Infant & Junior Schools)

INFORMATION FOR PARENTS 2023/2024

Apply online at: www.sunderland.gov.uk/admissionsonline

Closing date: 15 January 2023

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This information can be made available in large print, Braille, audio or other languages.
Please contact the School Admissions Team on 0191 561 1425 or
email school.admissions@sunderland.gov.uk for help.

Please note that the information provided in this booklet is correct at the time of going to print.

Children/young people with special educational needs

Many children have special educational needs at some point. Most of these children have their needs met in school through SEN support as part of a graduated response – assess, plan, do, review. The processes and procedures described throughout this booklet apply to these children as well as those without special educational needs.

For those children with significant special educational needs, the process of assessing those needs changed from 1 September 2014, as a result of Part 3 of the Children & Families Act 2014.

As part of the Reform, the Local Authority will publish a 'Local Offer' which will set out in one place and publish clear, comprehensive and accessible information on a website about provision they expect to be available across education, health and social care for your child or young person. There is a requirement for each school or educational setting to also publish on their website an SEN Information Report, detailing how they will meet the needs of children and young people with special educational needs and/or a disability.

If your child or young person has an Education, Health and Care Plan, the Plan will have identified the type of school that will be appropriate. You **must** either apply online or request an application form to ensure that the Local Authority is aware of your school preference.

In the year that your child or young person is due to transfer school, the Local Authority will issue an Education, Health and Care Plan by 15 February in that year. As far as is practicable, and appropriate to your child or young person's special educational needs, the Local Authority will try to meet your preference regarding placement but this may not always be possible. However, this early notification will enable you to approach the Information, Advice & Support Service, use the mediation service that is available, or go through the appeal process, if necessary, so that a final decision regarding placement can be made at an early stage. Any appeal for a child or young person with an Education, Health and Care Plan will be to the Special Educational Needs and Disability Tribunal Service, rather than through the normal admissions appeal procedure. Details of how to contact the Information, Advice & Support Service, the mediation service or the appeal will be provided when you are sent the Education, Health and Care Plan.

Introduction

Choosing a school for your child is one of the most important decisions you will make as a parent. The Local Authority (LA) provides places at all Community and Voluntary Controlled schools and is there to help parents understand and be successful in the process.

This booklet provides important information about your child starting their first school and the transfer of your child from infant to junior school. There is also a copy of the timetable for the process, which you may find useful to refer to (page 9).

The information provided was correct at the time of publication, but there may be changes affecting arrangements before and during the 2023/2024 school year.

If, after reading this booklet, you have any further questions about admission arrangements please contact:

Sunderland City Council School Admissions Team

Tel: 0191 520 5553

Email: school.admissions@sunderland.gov.uk

Counter fraud work

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes.

General Data Protection Regulation and Data Protection Act 2018

Sunderland City Council takes the security of your personal information seriously. We have internal policies and technological and organisational measures in place to ensure that your data is processed in line with the requirements of the General Data Protection Regulation and Data Protection Act 2018. To find out how we process and use your information, please review our Privacy Notice at <https://www.sunderland.gov.uk/article/15536/Privacy-notice>

Explanation of terms used in this booklet

Please note that all definitions are as detailed below, unless individual school's admission arrangements are different. If this is the case, the definition will be explained within the school's admission criteria.

Academy – An all ability school with sponsorship from business, faith or voluntary groups. The Trust Board/Governing Body set the criteria and are responsible for admissions.

Admission criteria – The conditions of admission agreed by the School Admissions Forum (in the case of community and voluntary controlled schools) or by the Governing Body/Trust Board (in the case of voluntary aided and Free schools and Academies).

All-age school – a school for children aged 4+ to 16+ (18+ in the case of Christ's College).

Authority/LA – the Local Authority of the City Council, responsible for pupil places and admissions.

Community school – a school where the LA is responsible for admissions and setting the criteria.

Cluster – a group of junior/primary schools linked to a particular secondary school.

DFE – The Government's Department for Education.

Infant school – a school for children aged 4+ - 6+.

Junior school – a school for children aged 7+ - 10+.

Looked-after child or Cared for child – a child who is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989.

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

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

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 (Section 14A Children Act 1989)

Over-subscribed – where there are more requests for admission to a year group in a school, than there are places available.

Parent/Carer – a person who can exercise parental responsibility as defined under the 1989 Childrens Act.

Preference – the legal right of parents to state the school they would **prefer** their child to attend.

Primary school – a school for children aged 4+ - 10+.

Published Admission Number (PAN) – the maximum number of pupils to be admitted into a particular year group.

Sibling link – an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.

Voluntary Aided school (VA) – a school where the governing body set the criteria and is responsible for admissions.

Voluntary Controlled school – a school where the LA set the criteria and is responsible for admissions.

Top tips for applying for a school place

DO read the information in this booklet very carefully before completing your application.

DO contact the School Admissions Team if there is anything in the booklet that you do not understand.

DO apply for more than one school on your application. This will not reduce your chances of being offered a place at your first preference school.

DO complete an application even if your child is attending a nursery class attached to an infant/primary school.

DO complete an application even if your child is attending an infant school and your child is due to transfer to a junior school.

DO complete an application even if you have an older child already attending the school.

DO apply online, if at all possible. As once your application has been submitted, you will receive an acknowledgement by return. **You must remember your username and password to log back into your application and confirm whether a place has been offered.**

OR

DO hand deliver your application to the office at your child's current school (if it is within Sunderland Local Authority) or to City Hall and a receipt will be issued. If you are not given a receipt, please make sure that you ask for one as this is your proof that it has been handed in.

OR

DO email to school.admissions@sunderland.gov.uk or post your application to the School Admissions Team. Please ensure that you use the correct postage for the size and weight of the envelope.

DO ensure that your application is submitted by the end of the preference period.

DO complete the relevant part of the application, if you are applying for a place at a Roman Catholic school.

DON'T apply to Sunderland City Council if you live outside of Sunderland, even if the school(s) that you are applying to is in Sunderland. You must apply to your 'home' Local Authority.

DON'T leave the responsibility of submitting this application to your child.

DON'T hesitate to contact the School Admissions Team, if you need any help with your application.

Admissions timetable

If your child has an Education, Health and Care Plan or a statement of Special Educational Needs, the timetable will be different. Please refer to page 4 for more information.

3 October 2022	Preference period begins and parents should have received their information pack
15 January 2023	Preference period ends – preferences received after this date will be considered after those received on time
17 April 2023	Parents/carers will be able to log into their application to confirm whether a place has been offered, if they applied online. Letters will only be posted where a paper application is received or it has not been possible to offer a place at a preferred school. Details of how to appeal will be explained in this letter.
1 May 2023	Acceptance forms should be returned by this date
5 May 2023	First reallocation of places begins
12 May 2023	Appeal forms must be returned by this date
June–July 2023	Appeals held – parents will be notified of the outcome within five working days of the hearing
June–August 2023	Reallocation of places
31 December 2023	Waiting lists cease to operate

What kind of primary schools are there in Sunderland?

There are five different types of primary schools serving approximately 22,000 pupils:

32 Infant/Junior/Primary Community and 1 (Church of England) Voluntary Controlled school

The LA sets the admission criteria and offers places for each community and voluntary controlled school. Each school provides for girls and boys aged 4–11, and children can be admitted regardless of aptitude or ability.

14 Voluntary Aided (Roman Catholic) Primary schools

All of the Voluntary Aided Catholic primary schools are now academies. The governing body or Trust Board for each school sets the admission criteria and allocates places. Each school provides for girls and boys aged 4–11, and children can be admitted regardless of aptitude or ability.

2 Voluntary Aided (Church of England) Primary schools

The governing body sets the admission criteria and allocates places. Each school provides for girls and boys aged 4–11, and children can be admitted regardless of aptitude or ability.

51 Academies (including 1 Voluntary Aided School)

Academy 360 provides for girls and boys aged 4–16. Christ's College provides for girls and boys ages 4–18.

Barnes Infant, Barnwell, Benedict Biscop CE, Bexhill, Burnside Academy Inspires, Diamond Hall Infant, Diamond Hall Junior, Dubmire Primary Academy, East Herrington Primary, Eppleton, Farringdon Primary, Fatfield Academy Inspires, Fulwell Infant, George Washington, Gillas Lane Academy, Hasting Hill, Hetton Lyons, Highfield, Hill View Infant, Hill View Junior, Holley Park, John F Kennedy, New Penshaw, New Silksworth Academy Infant and Junior, Newbottle Primary Academy, Oxclose Primary, Plains Farm, Redby Primary, Ryhope Infant Academy, South Hylton Primary, Springwell Village Primary, Town End and Valley Road Academies provide for girls and boys aged 4–11.

The Trust Boards set the admission criteria and allocate places. All of the academies provide for girls and boys aged 4–11 and admit children regardless of aptitude or ability.

4 Special schools

The LA is responsible for admissions, determined by the individual child's Education, Health and Care Plan. (For more information see page 4)

Additional information about Roman Catholic schools in the Diocese of Hexham & Newcastle can be obtained from:

www.rcdhn.org.uk

Diocesan Education Service, St Vincent's Diocesan Offices, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY

education@diocesehn.org.uk

Additional information about the Church of England schools in the Diocese of Durham can be obtained from:

<https://durhamdiocese.org>

Durham Board of Education, Cuthbert House, Stonebridge, Durham DH1 3RY

diocesan.office@durham.anglican.org

Primary published admission numbers for September 2023

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
Academy 360	Portsmouth Road, Sunderland SR4 9BA Tel: 300 6506 http://academy360.laidlawschoolstrust.com/	4-16	Academy	60
Albany Village Primary School	Crossgill Washington NE37 1UA Tel: 415 5700 www.albanyvillageprimary.org.uk	3-11	Community	30
Barmston Village Primary School	Barmston Centre, Washington NE38 8JA Tel: 417 5945 www.barmston.com	3-11	Community	30
Barnes Infant Academy	Mount Road, Sunderland SR4 7QF Tel: 525 1203 www.barnesinfant.org.uk	3-7	Academy	90
Barnes Junior School	Mount Road, Sunderland SR4 7QF Tel: 553 5968 www.barnesjunior.co.uk	7-11	Community	90
Barnwell Academy	Whitefield Crescent, Houghton-le-Spring DH4 7RT Tel: 584 4440 www.barnwellacademy.co.uk	3-11	Academy	30
Benedict Biscop CE Academy	Marcross Drive, Sunderland SR3 2RE Tel: 594 7033 www.benedictbiscopacademy.co.uk	3-11	Academy	45
Bernard Gilpin Primary School	Hall Lane, Houghton-le-Spring DH5 8DA Tel: 917 2999 www.bernardgilpin.com	4-11	Community	60
Bexhill Academy	Bexhill Road, Sunderland SR5 4PJ Tel: 707 0120 www.bexhill.wiseacademies.co.uk	3-11	Academy	60

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
Biddick Primary School	Kirkham, Washington NE38 7HQ Tel: 415 11510 https://biddickprimary.sunderland.sch.uk	3-11	Community	45
Blackfell Primary School	Knoulbery, Washington NE37 1HA Tel: 917 1665 www.blackfell.co.uk	3-11	Community	30
Broadway Junior School	Springwell Road, Sunderland SR4 8NW Tel: 528 3058 www.broadwayjuniorschool.com	7-11	Community	60
Burnside Academy	Brinkburn Crescent, Houghton-le-Spring DH4 5HB Tel: 512 0466 www.burnsideacademy.co.uk	3-11	Academy	30
Castletown Primary School	Grange Road, Sunderland SR5 3EQ Tel: 549 7777 www.castletownprimary.co.uk	3-11	Community	60
Christ's College	Pennywell Road, Sunderland SR4 8PG Tel: 534 4444 www.christscollege.org.uk	4-16	Academy	66
Dame Dorothy Primary School	Dock Street, Sunderland SR6 0EA Tel: 250 5525 www.damedorothyprimary.org.uk	3-11	Community	30
Diamond Hall Infant Academy	Well Street, Sunderland SR4 6JF Tel: 564 0222 www.diamondhallinfantacademy.co.uk	2-7	Academy	90
Diamond Hall Junior Academy	Well Street, Sunderland SR4 6JF Tel: 563 0975 www.diamondhalljuniors.co.uk	7-11	Community	80

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
Dubmire Primary Academy	Britannia Terrace, Houghton-le-Spring DH4 6HL Tel: 500 5958 www.dubmire.co.uk	3-11	Academy	60
Easington Lane Primary School	High Street, Houghton-le-Spring DH5 0JT Tel: 517 1700 www.easingtonlanepriamary.org.uk	2-11	Community	45
East Herrington Academy	Balmoral Terrace, Sunderland SR3 3PR Tel: 563 4243 www.ehpaco.uk	3-11	Academy	60
East Rainton Primary School	School Road, Houghton-le-Spring DH5 9RA Tel: 553 6505 www.eastraintonsunderlandschools.org	3-11	Community	20
English Martyrs' RC Primary School	Redcar Road, Sunderland SR5 5AU Tel: 548 8330 www.englishmartyrsunderland.org.uk	3-11	Academy	30
Eppleton Academy	Church Road, Hetton-le-Hole DH5 9AJ Tel: 517 0006 www.eppletonacademyprimary.co.uk	3-11	Academy	30
Farrington Academy	Archer Road, Sunderland SR3 3DJ Tel: 522 7673 http://farringtonacademy.co.uk	3-11	Academy	60
Fatfield Academy Inspires	Southcroft, Washington NE38 8RB Tel: 416 6728 www.fatfieldacademy.co.uk	3-11	Academy	30
Fulwell Infant School Academy	Ebdon Lane, Sunderland SR6 8ED Tel: 549 5666 www.fulwellinfant.org.uk	3-7	Academy	90

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
Fulwell Junior School	Sea Road, Sunderland SR6 9EE Tel: 549 3333 www.fulwelljunior.co.uk	7-11	Community	90
George Washington Primary School	Well Bank Road, Washington NE37 1NL Tel: 490 6453 www.gwpsorg.uk	4-11	Academy	60
Gillas Lane Primary School	Seaton Avenue, Houghton-le-Spring DH5 8EH Tel: 500 5956 www.gillaslanepriamaryschool.co.uk	3-11	Academy	30
Grange Park Primary School	Swan Street, Sunderland SR5 1EA Tel: 549 0707 www.grangeparkprimary.com	3-11	Community	30
Grangetown Primary School	Spelterworks Road, Sunderland SR2 8PX Tel: 814 9820 www.grangetown.sunderland.sch.uk	2-11	Community	45
Grindon Infant School	Gleneagles Road, Sunderland SR4 9QN Tel: 340 1931 http://www.grindoninfantschoolsunderland.sch.uk	2-7	Community	60
Hasting Hill Academy	Tilbury Road, Sunderland SR3 4LY Tel: 707 0121 www.hastinghillwiseacademies.co.uk	2-11	Academy	30
Hetton Lyons Primary School	Four Lane Ends, Hetton-le-Hole DH5 0AH Tel: 563 4200 www.hettonlyonsprimaryschool.co.uk	4-11	Academy	60
Hetton Primary School	Moorsley Road, Hetton-le-Hole DH5 9ND Tel: 562 3323 www.hettonprimaryschool.co.uk	2-11	Community	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
Highfield Primary Academy	Fordfield Road, Sunderland SR4 0DA Tel: 553 7655 www.highfieldprimary.org.uk	2-11	Academy	60
Hill View Infant Academy	Helvellyn Road, Sunderland SR2 9JJ Tel: 594 7962 www.hillviewinfant.co.uk	3-7	Academy	120
Hill View Junior Academy	Queen Alexandra Road, Sunderland SR2 9HE Tel: 594 7982 www.hillviewjuniors.co.uk	7-11	Academy	120
Holley Park Academy	Ayton Road South, Washington NE38 0LR Tel: 417 0303 www.holleyparkacademy.co.uk	3-11	Academy	35
Hudson Road Primary School	Villiers Street South, Sunderland SR1 2AH Tel: 514 3434 www.hudsonroad.org.uk	3-11	Community	45
Hylton Castle Primary School	Caitness Road, Sunderland SR5 3RE Tel: 562 3299 www.hyltoncastleprimary.org.uk	3-11	Community	30
John F Kennedy Primary School	Station Road, Washington NE38 7AR Tel: 490 6454 www.jfkprimary.co.uk	3-11	Academy	60
Lambton Primary School	Caradoc Close, Washington NE38 0PL Tel: 481 3993 www.lambtonprimary.co.uk	3-11	Community	30
Marlborough Primary School	Marlborough Road, Washington NE37 3BG Tel: 416 4311 www.marlboroughprimaryschool.co.uk	2-11	Community	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
Mill Hill Primary School	Doxford Park, Sunderland SR3 2LE Tel: 607 5695 www.millhillprimarieschool.co.uk	4-11	Community	60
New Penshaw Academy	Langdale Road, Houghton-le-Spring DH4 7HY Tel: 385 4298 www.newpenshawacademy.co.uk	3-11	Academy	30
New Silksworth Infant Academy	Blind Lane, Sunderland SR3 1AS Tel: 500 0015 www.newsilksworthacademy.co.uk	2-7	Academy	70
New Silksworth Junior Academy	Blind Lane, Sunderland SR3 1AS Tel: 500 0015 www.newsilksworthacademy.co.uk	7-11	Academy	70
Newbottle Primary Academy	Houghton Road, Houghton-le-Spring, DH4 4EE Tel: 500 5957 www.newbottleprimaryacademy.co.uk	3-11	Academy	60
Northern Saints CE VA School	Rotherham Road, Sunderland SR5 5QL Tel: 917 1685 www.nsprimary.org.uk	4-11	Voluntary Aided	90
Our Lady Queen of Peace RC Primary School	Station Road, Houghton-le-Spring DH4 7JZ Tel: 385 4545 http://olqoprimary.org.uk	3-11	Academy	45
Oxclose Primary Academy	Brancepeth Road, Washington NE38 0LA Tel: 500 8790 www.oxcloseprimary.net	4-11	Academy	30
Plains Farm Academy	Tudor Grove, Sunderland SR3 1SU Tel: 520 3109 http://plainsfarmacademy.co.uk	3-11	Academy	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
Redby Primary Academy	Fulwell Road, Sunderland SR6 9QP Tel: 548 4040 www.redbyprimary.co.uk	3-11	Academy	60
Richard Avenue Primary School	Hurstwood Road, Sunderland SR4 7LQ Tel: 500 7990 www.richardavenue.co.uk	3-11	Community	60
Rickleton Primary School	Vigo Lane, Washington NE38 9EZ Tel: 415 5050 www.rickletonprimary.co.uk	3-11	Community	60
Ryhope Infant School Academy	Shaftesbury Avenue, Sunderland SR2 0RT Tel: 917 1910 ryhopeinfantschool.org.uk	3-7	Academy	65
Ryhope Junior School	Shaftesbury Avenue, Sunderland SR2 0RT Tel: 917 2969 www.ryhopejuniors.co.uk	7-11	Community	60
Seaburn Dene Primary School	Torver Crescent, Sunderland SR6 8LG Tel: 563 4100 www.seaburndenepriamry.co.uk	3-11	Community	30
Shiney Row Primary	Rear South View, Houghton-le-Spring DH4 4QP Tel: 385 2701 www.shineyrowschool.org.uk	3-11	Community	45
South Hylton Primary School	Union Street, Sunderland SR4 0LS Tel: 536 4180 www.southhyltonprimary.ik.org	3-11	Community	30
Southwick Community Primary School	Shakespeare Street, Sunderland SR5 2JX Tel: 500 9554 www.southwickprimary.co.uk	3-11	Community	45

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
Springwell Village Primary School	Westfield Crescent, Gateshead NE9 7RX Tel: 41 5 7214 www.springwellvillageprimaryschool.co.uk	3-11	Academy	30
St Anne's RC Primary School	Hylton Road, Sunderland SR4 9AA Tel: 534 4555 http://stannesprimarysunderlandschools.org	3-11	Academy	30
St Bede's Catholic Primary School	Hampshire Place, Washington NE37 2NP Tel: 41 6 5858 http://st.bedes.sunderlandschools.org	3-11	Academy	30
St Benet's RC Primary School	Fulwell Road, Sunderland SR6 9QU Tel: 549 2020 http://stbenets.sunderlandschools.org	3-11	Academy	45
St Cuthbert's Catholic Primary School	Grindon Lane, Sunderland SR4 8HP Tel: 528 5094 http://www.stcuthbertprimaryschool.co.uk	3-11	Academy	30
St John Bosco Catholic Primary School	Bradford Avenue, Sunderland SR5 4JW Tel: 536 8090 www.stjohnboscosunderland.org.uk	3-11	Academy	30
St John Boste Catholic Primary School	Castle Road, Washington NE38 0HL Tel: 416 6200 http://www.stjohnbostepriamary.org.uk	4-11	Academy	30
St Joseph's RC Primary School Sunderland	Rutland Street, Sunderland SR4 6HY Tel: 510 8484 www.stjosephssunderland.school	3-11	Academy	30
St Joseph's Catholic Primary School	Village Lane, Washington NE38 7HU Tel: 917 2484 www.washingtonstjosephs.com	3-11	Academy	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
St Leonard's RC Primary School	Tunstall Village Road, Sunderland SR3 2BB Tel: 521 0300 www.stleonardsprimary.org.uk	4-11	Academy	30
St Mary's Catholic Primary School	Meadowside, Sunderland SR2 7QN Tel: 522 8787 www.smtc.school	3-11	Academy	60
St Michael's Catholic Primary School	Durham Road, Houghton-le-Spring DH5 8NF Tel: 584 0542 http://www.stmichaelscatholicsschool.co.uk	4-11	Academy	30
St Patrick's RC Primary School	Smith Street, Sunderland SR2 0RQ Tel: 523 5050 www.stpatrickshope.co.uk	4-11	Academy	25
St Paul's CE Controlled Primary School	Waterworks Road, Sunderland SR2 0LW Tel: 521 0055 www.stpaulsryhope.co.uk	3-11	Voluntary Controlled	45
Thorney Close Primary School	Torquay Road, Sunderland SR3 4BB Tel: 525 0808 www.thorneycloseprimary.org.uk	3-11	Community	40
Town End Academy	Borodin Avenue, Sunderland SR5 4NX Tel: 707 0123 http://townend.wiseacademies.co.uk	2-11	Academy	30
Usworth Colliery Primary School	Manor Road, Washington NE37 3BL Tel: 417 8888 www.usworthcolliery.co.uk	4-11	Community	60
Valley Road Academy	Corporation Road, Sunderland SR2 8PL Tel: 500 2999 www.valleyroadschool.co.uk	2-11	Academy	60

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2023
Wessington Primary School	Lanercost, Washington NE38 7PY Tel: 418 7916 www.wessingtonprimary.org.uk	2-11	Community	30
Willow Wood Community Primary School	Redcar Road, Sunderland SR5 5AU Tel: 549 1509 www.willowfieldsprimary.co.uk	3-11	Community	30

How to apply for a primary school place

1. At what age should my child start school?

Normally, your child will start school when they are 4 years old (for September 2023 admission, that would be those children born between 1 September 2018 and 31 August 2019).

2. Can my child only start at this time?

Legally children do not have to start school until the term after their 5th birthday. However in Sunderland Local Authority, all children normally start together in September. It is possible to defer your child's admission into Reception until the term after their 5th birthday, but **you must secure a place through the normal process**. It is possible for your child to remain in a nursery until the term after their 5th birthday, but this may not be possible in their current nursery. It may be necessary for your child to move to another nursery setting, if there are no places available.

If your child's 5th birthday is between 1 April and 31 August and they stay in Nursery until they are 5, they will start in Y1 in September 2024 and **not** Reception.

Once you have secured a place for your child in Reception, it is possible for your child to attend part-time. This **must** be discussed with the Headteacher of the school and **agreed** prior to your child starting.

If your child's birthday is in the summer term (i.e. between 1 April & 31 August), it is possible to defer entry into Reception until the following September. For more information, please refer to the following link <http://www.sunderland.gov.uk/schools-admissions>

Please note that you **must** still complete an application but clearly state your request to defer entry to Reception until September 2024.

3. How should I decide which school to apply for?

You will probably already have an idea of some of the things about a school which are going to be important to you and your child. You may have spoken to other parents/carers with children already attending the school.

Their views and ideas may be helpful but do not just rely on these. Any decision as important as selecting your child's school should always be based upon your own judgement. **Do not base your decision on other people's opinions – you will want to make the decision for your child.**

4. How can I find out more information about schools?

Find out as much as possible about what each individual school has to offer. You should visit the school and read the school prospectus, before making your decision. The prospectus will have information about the school including its aims, curriculum and achievements.

Ofsted inspection reports can be found via the following link <https://reports.ofsted.gov.uk>

5. Can I visit schools?

Yes. It is possible to visit schools. **A visit to a school does not constitute an offer of a place, nor does it give priority for places. Parents should not assume that an offer of a visit by a school constitutes any obligation on the part of the school or the LA.**

6. Do I have a choice of which school I can send my child to?

You do not have a right to **choose** which school your child will go to, **you only have a right to express a preference.**

Our ability to meet your preference will depend upon not only the demand for places at an individual school but also on the number of places available.

7. How many children are admitted to each school each year?

Each year, the LA publishes an admission number for each school. This is the number of pupils that the LA intends to offer a place to in each school during the next school year.

Details of the **Published Admission Number**, often referred to as the **'PAN'** for short, for each school/academy are outlined on pages 12–21.

Information about the number of pupils that have been admitted to each school in the last two years is outlined later in this booklet (see page 246–259).

8. How do I express a preference for a place for my child?

The best way is to apply online. Go to www.sunderland.gov.uk/admissionsonline and complete your application. You can do this on a variety of devices including phone, tablet and PC. If you apply online, you will receive an email receipt by return.

It is only possible to apply online by this website or complete the application form if you live in Sunderland (i.e. pay your Council Tax to Sunderland City Council).

If you wish to name only one school, you can do so. If you do not name a second preference school, it will not increase your chances of being offered a place at your first choice school and it could possibly mean that you do not gain a place at another school that you wish to consider. Similarly repeating the name of one school on your application form will not improve your chances of being allocated a place.

If you wish to apply for a place for your child in a Voluntary Aided School or Academy, you must include them on the application in the order that you would like them to be considered. **If you are applying for a place in a Catholic school, you must also complete the relevant part**

of the application. You must either include a copy of your child's Baptism certificate and/or a letter of support with your application, if required by the school(s), or alternatively forward it directly to the School Admissions Team.

Preferences for the Voluntary Aided Schools and Academies will be forwarded to the individual governing body/Trust Board for consideration, in line with their admission policy.

Preferences for schools outside of the City of Sunderland will be forwarded to the relevant LA for consideration, in line with their admission policy.

The application form is available by calling 0191 520 5553 or email: school.admissions@sunderland.gov.uk

9. Can I apply online?

Yes. If you are a resident of Sunderland, all you need is access to the internet and you can gain all the benefits of making your application online.

Log-on to www.sunderland.gov.uk/admissionsonline and you will find the online application form. This will be available from **3 October 2022 until 15 January 2023.**

The online facility will enable you to make your application and then submit it to the School Admissions Team. You will receive confirmation that your application has been received. Even after you have made your application, you will be able to come back and make amendments at any time up until the deadline date of 15 January 2023. However, if you do this, you **must** re-submit your application each time.

When you log onto the online system, you will need to create a username and password if you have not previously applied. Make a note of your username and password, as you will need to use the online system again, to confirm whether your child has been offered a place.

Please remember after you have completed your online application, you must submit it by clicking on 'submit application'. The screen will provide a summary of your application and you will also receive a confirmation email.

What are the benefits of applying online?

- Clear, simple step-by-step instructions
- It is quick, safe and secure
- You can apply on a variety of devices including phone, tablet and PC
- No risk of the application getting lost in the post
- You can view your application online at any time
- You will receive a confirmation email that the application has been received
- You can easily change your application at any time before the deadline date
- You will receive an email on 17 April 2023 informing you to log back into your online account to find out whether your child has been offered a place.

10. When do I need to apply?

Please remember that you must complete an application for a school place, as there is no guarantee of a place for any child. You must complete an application even if your child may be attending an attached nursery class or you have older children already attending the school. You must either apply online or complete an application form and return it to your child's current nursery or school, or directly to the School Admissions Team at the address on the form. It is the responsibility of parents to ensure that the application is received at the school or by the School Admissions Team. Please do not leave this responsibility with your child.

The preference period lasts for 15 weeks, from 3 October 2022 to 15 January 2023. Therefore your application needs to be returned to either your child's current school or to the Schools Admissions Team at the address on the form, by **15 January 2023**. The School Admissions Team will only receipt your application, if it has been received by post. Therefore if you apply online or hand-deliver your application form to your child's current school, your application will not be acknowledged by the School Admissions Team. You must ensure that you get a receipt when you hand in your form, as this is your proof of it being received.

If your application is received after 15 January 2023 it **will** be considered as 'late' and this may reduce your chance of getting a place at your first choice school. Late applications (received between 16 January 2023 and 3 March 2023) will only be considered after those that are received on time, unless there is a genuine reason. Examples of genuine reasons would be a family moving into the area or returning from abroad; a lone parent that has been ill for some time or has been dealing with the death of a close relative; a change of circumstances for a 'looked after' or 'cared for' child. Please note that the genuine reason must be explained on the application if you would like your application to be considered as such.

If your application is received or an existing application is changed after 3 March 2023, it will be considered after all others received.

Most parents who were refused a place last year were as a result of applying late. We do not keep places back for late applicants who already have an older child or children attending the preferred school.

Schools and Academies in Sunderland use distance between a child's home address and the school(s) they are applying for a place at when allocating places at schools that are oversubscribed. Therefore the address you provide as part of your application **must** be your child's permanent home address. If you change your address after submitting your application, you **must** inform the School Admissions Team at Sunderland City Council as soon as possible as this could affect your application. It is only possible to consider the address where you are living during the application period. Should your address change during the preference period and the School Admissions Team are not informed, this could result in an offer of a school place being withdrawn if inaccurate information is used to allocate the place.

If you change address after you have submitted your application, the School Admissions Team must be notified. If this notification is received before 3 March 2023, it will be considered during the allocation process.

11. What do I need to consider when I am completing the application ?

The address of the person with parental responsibility is used to determine the school at which a child is offered a place. The addresses of childminders or other family members who may help with childcare cannot be considered. **The LA and/or individual governing bodies reserve the right to seek proof of address and withdraw an offer of a place made on the basis of a false address having been given.**

Where there is shared parental responsibility for a child, parents should agree who is the parent with main responsibility before filling in the application. If more than one application is received for a child, parents/carers will be asked to clarify which application needs to be considered. If this is not resolved before the closing date, the applications will not be considered and your child may not be allocated a place.

In respect of admissions for September 2023, Sunderland LA will operate an 'equal preference' system. All Community, Voluntary Aided and Voluntary Controlled Schools and Academies will consider all preferences equally. This means that all applications will be considered against the school/academy's admission criteria, no matter whether they are 1st, 2nd or 3rd preferences

When you are completing your application, you need to consider very carefully which schools you wish to apply for and only list schools that you would like to be considered. Statistics from the last two years are outlined at the end of this booklet. This will show you which schools are normally oversubscribed, i.e. we receive more applications than places available.

The law requires there are no Key Stage 1 (5-7 years) classes with more than 30 pupils.

Please think very carefully about which school(s) you wish to apply to.

If you are considering applying for a place in an Aided school or Academy, you should consult the admission criteria for that particular school outlined later in this booklet.

If you are considering applying for a place in a school outside of Sunderland, you should contact the LA that the school is situated in for information about their admission criteria. The contact numbers for the neighbouring LAs are as follows:

Durham	03000 265 896
Gateshead	0191 433 2757 or 433 2756
South Tyneside	0191 424 7706 or 424 7767

12. What happens after I have submitted my application?

If you complete a paper application, you should return it either to your child's current nursery (if this is a LA nursery), current infant school in respect of junior applications or to the School Admissions Team.

After the end of the preference period (15 January 2023), all applications that have been received will be considered.

All applications that have been received for Voluntary Aided schools and Academies will be forwarded to the governing body or Trust Board of each school or academy for consideration against their own admission criteria. (Details of the admission policies can be found from page 32 onwards).

Any applications from schools outside of Sunderland will be forwarded to the LA in which the school is situated for consideration against their own admission criteria.

At the first stage, all applications for a particular school/academy will be considered against the admission criteria no matter whether they are 1st, 2nd or 3rd preferences.

A list would then be prepared for each school/academy sorted by criteria order, up to the number of places available (PAN) and then a potential waiting list.

All applications would then be moved to the second stage.

- If parents could be offered more than one school place, a place would only be offered at the highest ranked school on the applications.
- Therefore if there was the potential that a place could be offered at the 1st & 2nd school, a place would only be offered at the 1st preference school.
- Alternatively if a place could be offered at the 2nd or 3rd school, a place would only be offered at the 2nd preference school
- If it is not possible to offer a place at any of the schools on the application, a place will be offered at the nearest school with a vacancy. Places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

13. What happens if I want to change the school that I have applied for?

Once your application has been submitted, it is possible to change the school/academy that you would like to apply to during the preference period. Therefore until 15 January 2023, it is possible to change the school.

However after that date and until 3 March 2023, it is only possible to change the preferred school for a genuine reason, e.g. family have moved address and the original school is no longer appropriate. If the change is received after 15 January 2023 and is not for a genuine reason, it will mean that your application will be 'late' and considered after all of the applications received 'on time'.

14. When will I know whether my child has a place?

If you made a paper application, letters will be posted second class on 17 April 2023. If you apply online you will find out about your school place quicker via your online account on 17 April 2023.

If it has not been possible to offer a place at any of the schools on your application, a letter will be sent to you with the following information, where necessary:

- The reasons why the child is not being offered a place at any of the higher ranked schools listed on the application form;
- Information about the statutory right of appeal against the decision to refuse a place at any other nominated school;
- Contact details for the Voluntary Aided schools and Academies and/or other LA(s) where a place has not been offered, in case you wish to lodge an appeal.

15. I have been offered a school place for my child, what do I do now?

If you have been offered a school place for your child, you will need to confirm your acceptance of the place. If you applied online, you can accept via your online account. If you completed a paper application, you will have been sent an acceptance form. You will need to complete this form and return it to the School Admissions Team, indicating whether you wish to accept the place that has been offered.

16. Can my child's name still be considered if any places arise after the allocation process?

Yes. If you have been unsuccessful in gaining a place in one of your higher nominated schools, your child's name will be placed on the waiting list. After places have been offered up to the school's PAN, a waiting list will be established using the admission criteria.

Please note that your child's position on the waiting list **will** change if any late applications are received that meet a higher criterion.

If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 31 December 2023, in case any vacancies arise.

17. Can I accept a place at my second preference school and still appeal for a place at my first preference?

Yes. It is possible to accept a place at any lower ranked school that you have been offered a place at and still appeal for any higher ranked schools. This does not affect your right of appeal and will have no bearing on any appeal hearing decision.

18. What happens if I do not complete an application ?

If an application for a primary school place is not received for your child, a place will not be allocated. Therefore, this will greatly reduce your chance of getting a place in the school of your choice. **It is essential that you complete an application, in order to try and secure a place.**

19. My child is going to private school, do I still need to complete an application?

Yes – there is a space on the application where you can confirm this information. If you do not inform the School Admissions Team that your child is going to a private school, it may be necessary to contact you again. The LA has a duty to ensure that all children are attending school.

20. My child attends the nursery class, does this guarantee a place in the infant/primary school?

No – you must complete an application, even if your child attends the nursery class. There is no guarantee of a place in the infant/primary school, as attendance in a nursery is not part of the admission criteria.

21. My child attends an infant school, does this guarantee a place at the junior school?

No – you must complete an application, even if your child attends the infant school. Although attendance at the feeder infant school is one of the higher criterion, there is no guarantee of a place in the junior school.

22. Which is the named feeder infant school for each junior school?

Barnes Infant Academy – Barnes Junior

Diamond Hall Infant Academy – Diamond Hall Junior Academy

Fulwell Infant School Academy – Fulwell Junior

Grindon Infant – Broadway Junior

Hill View Infant Academy – Hill View Junior Academy

New Silksworth Infant Academy – New Silksworth Junior Academy

Ryhope Infant Academy – Ryhope Junior

23. I want to apply for a place in a school outside of Sunderland, is their admission criteria the same as Sunderland's?

No – if you wish to apply for a place in a school outside of Sunderland, you need to contact the LA where the school is situated for advice. The contract details for neighbouring LAs are outlined on page 26. **You must still complete a Sunderland application and include all schools that you would like to apply for a place at.**

24. I want to apply for a place in an Aided school or Academy, is their admission criteria the same?

No – the governing body of each Voluntary Aided school and Academy is responsible for their own admission policy and criteria. If you are considering applying for a place in an Aided school, or Academy for your child, you should consult their criteria outlined on pages 32-238.

Admissions criteria for Community & Voluntary Controlled Junior & Primary Schools

The LA is responsible for the admission criteria for all Community and Voluntary Controlled schools. As a result of a review, from September 2003, the council's Cabinet agreed that the catchment system should be stopped and replaced by a cluster system. A cluster is a group of primary schools (including Infant and Junior Schools) which feed into a single secondary school.

The admission criteria for Community and Voluntary Controlled schools is as follows:

- (i) **'Cared for' or 'Looked-after' child** – a child that is 'looked-after' by a Local Authority, in accordance with Section 22 of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangement order, residence order or special guardianship order) and **'Cared for' or 'Looked-after' child who appears 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** – 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.
- (ii) **A sibling link** – an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school or the junior school for which the preferred school is the feeder infant school, at the time of admission.
- (iii) **Attendance in Key Stage 1 (age 4-6+) at the named feeder infant school. (This applies to Infant-Junior transfers only).**
- (iv) **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information which you include in this section. This report should explain why **only** this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.) If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).

- (v) **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above categories, places will be offered on the basis of distance from the centre of the home to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS).

This uses Ordnance Survey maps and Local Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

Where a pupil has an Education, Health and Care Plan naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

It will be possible for Infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter (and are outlined on pages 239–241) but are also available from www.sunderland.gov.uk/school-appeals

Aim High Academy Trust

The Trust Board of Aim High Academy Trust is the Admissions Authority for

Dubmire Primary Academy
Gillas Lane Primary Academy
Newbottle Primary Academy

and adheres to the School Admissions Code (2014). The Trust Board consults on the admission criteria every 7 years even if there are no proposed changes.

The Trust Board intends to admit:

- up to 60 pupils into Reception in September 2023 (Dubmire Primary)
- up to 60 pupils into Reception in September 2023 (Newbottle Primary)
- up to 30 pupils into Reception in September 2023 (Gillas Lane Primary)

The admissions criteria will be applied if the number of applications exceeds the number of places available.

Reception applications must be made on the Common Application Form (available on the Local Authority website) 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 should provide supplemental evidence in support of the application where applicable. This will enable the Trust Board to make an informed decision. The Local Authority undertakes the co-ordination of admission arrangements.

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 and any lower ranked offers will be disregarded.

Children with an Education, Health and Care Plan naming one of our academies will be admitted.

We will admit 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 and children who were previously looked after, but ceased to be so, because of adoption (or become subject to a child arrangement order, residence order or special guardianship order). This includes those children who have been adopted from state care outside of England. Parents are asked to send proof as supplemental

information with their application form. School can also request confirmation from the Virtual School that a child is 'looked after'.

2. **Sibling Link** – Children who have a sibling attending the school at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **Exceptional medical or psychological reasons** – You must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.
4. **Children of permanent staff** employed by the academy.**
5. **All other children by distance.**

*This is applicable to all permanent staff employed by Aim High Academy Trust as follows:

- a) where the member of staff has been employed by the school/academy for 2 or more years at the time at which the application for admission to the academy is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Notes

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the academy with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking route using the Local Authority's (GIS – Geographical Information System). Proof of residency will be sought in the form of a Council Tax Bill and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

Appeals

Parents who are unsuccessful in securing a place for their child at the academy have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Trust Board at the academy address. Appeals are heard by an independent panel. Any decision of the independent appeals panel will be binding on all parties.

Children who do not receive an offer of a Reception place are automatically placed on a waiting list which will be held by the academy indefinitely, in conjunction with the Local Authority. 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.

Exceptional Circumstances

The academy may be asked to increase its PAN (Planned Admission Number) only where:

- An event/incident occurs in another educational establishment which could not possibly have been planned for, e.g. fire;
- To comply with other agreed protocols, e.g. children in care, fair access, SEN;
- A child moves into an area outside the normal admissions round and no other school/academy would provide suitable education within a reasonable distance of their home;
- An allocations error has occurred, and a place should have been offered;
- Multiple birth siblings would be split and therefore will be offered together;
- Children of armed forces personnel.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are places available. Applications should be made by contacting the academy direct and a school transfer form must be completed. If a parent requests information from a school regarding places in year groups, this will be responded to within 2 days. Parents will be advised of the outcome of their application within 10 days upon receipt of the transfer form. They will also receive the decision in writing within 15 school days.

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list.

Nursery Class Applications

Nursery application forms are available from the academy office. Staff will require evidence of your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the Trust's admission criteria by order of priority. Additional forms of identity may be required to establish eligibility.

Please note that attendance in the Nursery class does not guarantee admission to Reception year group and a separate application form for admission to Reception year group will have to be made. If the Reception year group at your chosen academy within the Trust is over-subscribed, we will endeavour wherever possible to offer a Reception place at an alternative academy within our Trust.

Academy 360

Please note that the policy for Academy 360 was not available when the booklet was printed.

Barnes Infant Academy

Introduction

The Board of Barnes Academy Trust is the Admissions Authority for the Academy. This means that a Sub-Committee of the Board considers all admission applications received by the Local Authority, according to the criteria as stated below.

This policy gives regard to the School Standards and Framework Act 1998, as amended by the Education Act 2011, the School Admissions (Admission Arrangements and Coordination of Admissions Arrangements (England) Regulations 2012 and School Admissions Code, December 2014.

Nursery Applications

Nursery Application Forms are available from the school office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the admission criteria by order of priority.

Reception Applications

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. To apply online please follow the link below
<https://www.sunderland.gov.uk/schools-admissions-infant-junior-primary>

Applications received after the closing date will only be considered after all those received by on time 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 Board 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 (EHCP) which names Barnes Infant Academy will be admitted.

The Admissions Policy is applied if the number of applications exceeds the number of places. Barnes Infant Academy will admit 90 applications in accordance with the Admission criteria by order of priority.

Admission Criteria

1. **Looked after children** - A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – 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.
2. **Siblings** - Children who have a sibling attending the Academy or Barnes Junior School at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling. Evidence of cohabitation to fulfil this requirement may be requested.
3. **Feeder School** - Children who attend the Nursery Class of the same academy in the previous academic year to that of their application.
4. **Children of Staff** - Children of staff who have been in post for two or more years or have been recruited into a position for which there is a demonstrable skill shortage.
5. **Distance from Academy** - 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 mainly resides to the main entrance of the Academy (Mount Road) using the Local Authority's computerised measuring system (GIS - GeoInformation System). Those living closer to the school will receive the higher priority.

Where required proof of residency will be sought in the form of a Council Tax Bill, and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

Tie Breaker

If in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used according to criteria in these categories.

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 year or subsequent year, for example until the start of the term when the child reaches compulsory school age. Parents can also request that 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. In this instance, parents must discuss this with the Head Teacher. Compulsory school age is determined as the term after the child's fifth birthday.

Notes and supplemental information:

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.

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 Board 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 intentionally fraudulent will result in the offer of a place being withdrawn.

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 in the Trusts Admission Appeal Policy or by writing to the Director of the Board at the Academy address. Appeals are heard by an independent panel.

Children who are unsuccessful in securing a Reception Place in September will remain on a waiting list until 31st December. Should a place still be required in Reception after this date, a School Transfer Application Form must be completed and forwarded to the Academy.

Should a place become available then the admissions criteria will be applied to every child on the waiting list at the time of the vacancy.

Children unsuccessful in securing in-school transfers at the Academy will be placed on a waiting list which will be held by the Academy until 31st August. If you wish for your child to remain on the waiting list after this date, a new School Transfer Application Form is required. This will be the case each academic year. 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.

Barnwell Academy

The Trust Board of Barnwell Academy is the Admissions Authority for this Academy. The Trust Board intends to admit up to 30 pupils into Reception in September 2023.

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

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 Trust Board 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.

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

- 1. A Looked-after child** - This refers to a child that is looked after by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – 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.

Parents are asked to send proof as supplemental information including evidence of an 'order' and confirmation from the Virtual School.
- 2. A Sibling Link** - A child who has an older brother/sister (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will be attending the preferred school.
- 3. Exceptional medical or psychological reasons** - (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion

when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).

4. **A child of permanent staff* employed by the school.**

5. **All other children.**

*This is applicable to all permanent staff employed by Barnwell Primary Academy as follows:

- a) Where the member of staff has been employed by the school/academy for 2 or more years at the time at which the application for admission to the academy is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Notes

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then 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.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to offer a place, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until 31st December, after the children start school in September.

Parents/carers who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team.

Where a pupil has an Education, Health & Care Plan naming Barnwell Academy, a place will be offered (subject to confirmation by the SEN Unit).

It will be possible for Infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel.

Parents/carers 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 year or subsequent year, for example, until the start of the term when the child reaches compulsory school age. Parents can also request that 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. In this instance, parents must discuss this with the Head teacher. Compulsory school age is determined as the term after the child's fifth birthday.

It is possible for parents/carers to defer entry to Reception for summer born children until the following September, i.e. born between 1 April & 31 August). In the first instance, parents/carers should seek advice from the Local Authority.

Benedict Biscop CE Academy

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 2021.”

Applications in the normal round 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. Applications for in-year admissions must also be made on the School Transfer Application Form (available from the Local Authority) and should be forwarded by the current school for consideration.

The Admission policy is applied if the number of applications exceeds the Published Admission Number (PAN) which is 45 for entry into Reception.

In the first instance, places will be awarded to those pupils with an Education, Health and Care Plan where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (see notes at the end of this policy)
2. 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.
3. Feeder School- children who attend the Nursery of the same academy in the previous academic year to that of their application.
4. Other children (priority will be offered on the basis of distance from the centre of the home to the

main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS).

Tie Breaker: if in any category, there may be more applicants than places available, then places will be offered on the basis of distance from the centre of the home to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS).

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

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 (those born after 1 April) this can sometimes be 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 are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait

for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Notes and supplemental information:

Looked after child

By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

Shared Parental Responsibility

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. In cases of dispute, or when two applications are submitted, the LA will process the application received from the adult with whom the child is living the majority of the week. If parents fail to agree on preferred schools, and two applications are received for the same child from both parents, then the LA will lead on such issues.

The Admissions Authority may ask for proof of your address. The admissions authority will consider legal action against parents who deliberately give false information, and the offer of a school place may be withdrawn.

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 whilst the child is of primary school age unless the parent requests that the name is removed. If a parent would like their child to be added to the waiting list please contact the school.

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.

Bexhill Academy

The Trust Board of WISE Academies will be the Admission Authority for this academy. This means that a committee with delegated powers considers applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Board of Trustees, all other Admissions Authorities in the area and interested parties and parents. 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 Admission Code 2021”.

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 whereby all applications are considered at the same time, irrespective of the order of preference. Therefore all applications will be considered equally against the admission criteria. If a pupil then 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.

Reception 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 should provide supplemental evidence in support of the application where applicable. The Local Authority undertakes the co-ordination of admission arrangements.

Published Admission Number

The Published Admission Number (PAN) for this Academy is 60.

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

Admission Criteria

If the academy is oversubscribed (i.e. where the number of applications for admission exceeds the number of places available) the committee of the Trust Board of WISE Academies, as the admissions authority will apply the following criteria in the order set out below:

Children with an Education, Health and Care plan

Children who have an Education, Health and Care (EHC) plan where the academy is named as the most appropriate educational setting for the child will be admitted.

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 previously looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.

2. Siblings

Children who have a sibling attending Bexhill Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Exceptional medical or psychological reasons

Parents must include a medical or psychological report, prepared by a professional, to confirm information that parent includes in this section. This report should explain why only this academy could meet the child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. It will be for the committee of the Trust Board responsible for admissions to determine whether the evidence is acceptable under this criteria.

4. Feeder School

Children who attend the Nursery Class of Bexhill 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 mainly resides - to the main entrance of the academy (Bexhill Road entrance) using a geographical information system (GIS). Those living closer to the academy will receive the higher priority.

If required by the Trust Board after the closing date for applications, proof of residency will be sought in the form of a Council Tax Bill, and should be correct at the date of closing for applications. No other means of proving residency will be accepted.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the academy determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor. Measurements will be calculated using a Geographical Information System (GIS)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the academy.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the academy, to be deferred to later in the academic year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the academic year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the academy in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group. Any such request should be made in writing to the Headteacher of the academy. The committee responsible for admissions will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher who has statutory responsibility for the internal organisation, management and control of the academy, the committee will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the Reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the Local Authority should include this request. The Local Authority will liaise with the academy, and the committee responsible for deciding upon admissions will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, who has statutory responsibility for the internal organisation, management and control of the academy, the committee will take into account the views of the parents and of appropriate medical and education professionals. Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the academy office. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 31st December each year, in case any vacancies arise

Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the academy office. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list.

Late Applications

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date. Parents are therefore encouraged to ensure that their application is received on time as late applications will be considered after those that had been received by the published deadline.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the academy is oversubscribed and their child is refused a place.

Right of Appeal

Parents will have the right to an independent appeals panel if they are dissatisfied with the outcome of their admission application. Appeals will be carried out in accordance with the Admission Appeals Code. Any decision of the independent appeals panel will be binding on all parties. Appeals should be directed to The Secretary to the Trust, WISE Academies Head Office, Borodin Avenue, Sunderland SR5 4NX or governance@wiseacademies.co.uk

Home address

This must be the address where parents and child normally live and they must be living there on the closing date for receipt of application. Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. Confirmation of address will be required.

In-year Admissions

The academies is able to accept in-year admission applications directly from parents. An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

Local authorities are still required to co-ordinate admission applications in the normal admissions round. In-year applications will be determined by the academy on the basis of this policy.

Nursery Class Applications

Nursery Application Forms are available from the academy office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the academy's admission criteria by order of priority. Additional forms of identity may also be required to establish eligibility.

Important notes to parents:

Evidence of identity

If the parent is required to provide supplemental evidence to support the application (e.g. council tax bill), this evidence should be provided at the time of application. If not provided, evidence may be sought by the academy following the closing date for applications. This information must have been correct at the date of closing for applications.

False Evidence

The Trust Board reserves the right to withdraw the offer of a place where false evidence is received.

Incomplete applications

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 Trust Board will suspend the application until parents agree. This will mean that if the closing date has passed, the child will not be considered in the admission round and if all places have been allocated then the child will not be given a place and the application may be treated as a late application.

Please note that attendance at the Academy’s nursery does not guarantee admission to the reception year group and a separate application for admission to the reception year group will have to be made.

This policy should be read in conjunction with the Local Authority’s admission guidance for parents.

Burnside Academy Inspires

Please note that the policy for Burnside Academy was not available when the booklet was printed.
Please see page 109 for Inspire Multi Academy Trust admission criteria.

Christ's College

Christ's College operates alongside Sunderland Local Authority and the National Guidelines on Admissions and Appeals. Emmanuel Schools Foundation (ESF) is the Admissions Authority for entry into Christ's College, with day-to-day responsibility delegated to Christ's College's governors, and is responsible directly to the Department for Education for all Admissions and Appeals in line with the Schools Admissions Code and in consultation with Sunderland City Council.

The college will consult as required on all aspects of this policy as required by the School Admission Code and place a copy of it on its website.

Parents should note the ethos of the school is non-denominational Christian. The college website explains in more detail what this means. We ask all parents applying for a place here to respect this ethos and its importance to the community. This doesn't affect the rights of parents who are not of the Christian Faith to apply for and be considered for a place.

The Published Admissions Number for Reception is 66. Places are offered to prospective Reception students at the same time as places are allocated within all other Sunderland schools. Pupils in the primary phase will automatically move into Y7 and there will be no need to apply for a place.

This is co-ordinated with the college and the Local Authority but all queries and appeals are handled by Christ's College directly.

The college will adhere to the statutory requirement to give first priority to children with an Education, Health and Care Plan or a Statement of Special Needs where the college is the named provider, as agreed between the college and Local Authority.

Over-Subscription Criteria

Applications are welcome from any parent wishing to apply for a place for their child(ren) in the school. If the college is oversubscribed, over subscription criteria will be applied in the following order.

1. A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – 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.
2. Children of staff where the member of staff has been employed for at least two years when the

application is made; OR where the member of staff has been recruited to fill a vacant post for which there is a clear skill shortage.

3. Siblings of children already in the school when the new applicant is due to start. In the case of normal entry points this means siblings of children already in the school at the end of the “offer year” (i.e. the academic year immediately preceding the academic year for which admission is sought). This includes cases where a sibling can reasonably be expected to still be in the college at the time of his/her siblings proposed admission for example a Year 11 student who could reasonably be expected to progress to year 12. Siblings will be held to include brothers, sisters, step- brothers and step-sisters living permanently together with the child already in the college. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be held to be the address under which the child is registered with his/her doctor.
4. Children with significant medical or psychological need as certified by a relevant professional. You must include a medical or psychological report, prepared by a suitably qualified professional, to confirm information that you include in this section. This report must explain why only this school could meet your child’s needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when expressing a preference please contact the School’s Admissions Registrar before completing the application form. (Eligibility under this category will be considered by a meeting of the School’s Senior Leadership.)
5. The child living closest to the front gate as measured from the ground floor front door of his or her permanent resident taking the most direct public rights of way. Should two or more children remain tied after all criteria have been applied, lots will be drawn by an independent body to determine to whom the place will be allocated.

Waiting Lists

Those children who are not offered a place after all the over-subscription criteria have been applied will be placed on a waiting list, which will be maintained for one full school term. Should a place become available, the school will immediately offer that place to the child at the top of the waiting list. A child’s ranking on the waiting list will be determined strictly in line with the criteria above and the requirements of the School Admission Code, and not on the basis “first come first served”. Should the parents not wish to take up the place, it will be offered to the child occupying the next place on the list, and so on.

Appeals Procedures

Parents who have not been successful in obtaining a place will be informed of their right to appeal. The college will make arrangements for an Independent Appeals Panel to be constituted, in line with statutory requirements. The decision of an Independent Appeals Panel is binding on both parties and the college will make arrangements to admit any child where an appeal has been upheld. If you would like to make an appeal please contact 0191 5344444 or email enquiries@christcollege.org.uk

Diamond Hall Infant Academy

The Board of Trustees of Diamond Hall Infant Academy is the Admission Authority for this school on behalf of the Academy Trust. This means that a committee of the Trustees considers all applications sent to them by the Local Authority, according to the criteria as stated below.

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, 2014”

Reception 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 Board of Trustees 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 and Care Plan which names Diamond Hall Infant Academy will be offered a place.

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

The Board of Trustees intends to admit up to 90 pupils into Reception in September 2023, 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(1) of the Children’s Act 1989 and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, a residence order or special guardianship order). It also refers to children who are 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. Parent/carers are asked to send evidence of an ‘Order’ as supplemental information with their application form, in order for the Admission Authority to consider the application.
- 2. Siblings** - Children who have an older sibling attending Diamond Hall Infant Academy at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the

place is sought is living in the same family unit at the same address as that sibling.

- 3. Feeder school** - Children who attend the Nursery class at Diamond Hall Infant Academy in the previous academic year to admission into Reception.
- 4. A sibling link** - Children who have an older sibling attending Diamond Hall Junior Academy at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling
- 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 mainly resides - to the centre the school – whichever is the closest) using the Local Authority's computerised measuring system (GIS – Geo-Information System). Those living closer to the school will receive the higher priority. Proof of residency will be sought in the form of a Council Tax Bill or electoral role eligibility. No other means of proving residency will be accepted. Requests for evidence will be sent to applicants following the national closing date for Reception applications. Reception places awarded under "neighbourhood places" will be offered to those able to provide proof of residency in the first instance.

Tie Breaker: if in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used, according to criteria in these categories.

NOTES

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 Board of Trustees 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 intentionally 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 Trustees 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 end of Year 2, in conjunction with the local authority. Should a place become available then the admissions criteria will be applied to every child on the waiting list at the time of the vacancy.

This policy was adopted following a six-week consultation period that lasted from 7 December 2018 to 18 January 2019. The consultation process will take place no less than once every seven years in line with Government guidance, and is currently scheduled for December 2025.

Diamond Hall Junior Academy

The North East Learning Trust is the Admissions Authority responsible for determining and applying this policy in Diamond Hall Junior 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 3 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 Diamond Hall Junior Academy is 80.

Applying for a place in Year 3

To apply for a place at Diamond Hall Junior Academy parents/carers should complete the common application form supplied by Sunderland City Council. The completed application form must be returned to the City Council by no later than 15 January 2023. 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 Diamond Hall Junior Academy

- 1. Children who are 'looked after' or a child who was previously looked after 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 or became subject to a child arrangements order or special guardianship order.**

A looked after child is a child who is, at the time of making an application to a school, is (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.

Previously looked after children are 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.

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.

2. Attendance in Key Stage 1 at Diamond Hall Infant School

3. Sibling Link

Children who have a sibling already attending the Academy and who is expected to be on roll at the school at the time of admission. This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

4. 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.

5. Exceptional medical or psychological

You must include a medical or psychological report, prepared by a professional, to confirm information which you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team completing the application form.

6. Pupils for whom preferences are expressed on grounds other than those outlined above.

Within each of the above categories, places will be offered based on distance from the centre of the home to the main entrance(s) of the school with priority being given to those living closest to the school. Distance will be measured by the shortest safest walking distance, using a Geographical Information System (GIS).

Where a pupil has an Education, Health and Care Plan naming a school, a place will be offered subject to confirmation by the Council's SEN Unit.

For further information, please see Admissions to Primary School at www.sunderland.gov.uk

Notification of Places

The formal offer of a place will be issued by Sunderland City Council who will write to parents/carers on 17 April 2023.

Waiting lists/appeals

Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places becoming vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. There will be no waiting list available after 31 December 2023.

Unsuccessful applicants may also contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 563 4190 Option 1 or email joanne.barker@nelc.co.uk to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

In-year admission to Diamond Hall Junior Academy

The Trust are responsible for managing in-year admissions, further information can be found in the Trust's In-Year Admission Policy.

Dubmire Primary Academy

Please see page 32 for Aim High Academy Trust Admission Criteria

East Herrington Primary Academy

The Governing Body of East Herrington Primary Academy is the Admissions Authority for the school on behalf of the Academy Trust. This means that a committee of the governing body considers 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 Governing Body, all other Admissions Authorities in the area and interested parties and parents through our website. 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, 2021".

Reception 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 and Care Plan which names East Herrington Primary Academy will be admitted.

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

We will admit 60 applications in accordance with the following criteria in the following order of priority:

1. **Looked-after children** - A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order - a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - 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.

2. **Siblings** - Children who have an older sibling attending the school at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/career's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **Feeder school** - children who attend the Nursery class at East Herrington Primary Academy in the previous academic year to admission into Reception.
4. **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 mainly resides - to the main entrance of the school (either Balmoral Terrace or Charter Drive – whichever is the closest) using the Local Authority's computerized measuring system (GIS – Geo-Information System). Those living closer to the school will receive the higher priority. Proof of residency will be sought in the form of a Council Tax Bill or electoral role eligibility. No other means of proving residency will be accepted. Requests for evidence will be sent to applicants following the national closing date for Reception applications. Reception places awarded under "neighbourhood places" will be offered to those able to provide proof of residency in the first instance.

Tie Breaker: if in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used according to criteria in these categories.

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 year or subsequent year, for example until the start of the term when the child reaches compulsory school age. Parents can also request that 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. In this instance, parents must discuss this with the Head of School. 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 intentionally 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 Governors 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 indefinitely, in conjunction with the local authority. 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.

English Martyrs' R.C. V.A. Primary School

English Martyrs' Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St. Hilda's, Sunderland

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the Admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the Headteacher on 0191 5535540. [www.englishmartyrssunderland.org.uk] Parents will be advised of the outcome of the application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list.

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Hilda's, Sunderland. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor. Measurements will be calculated using the Local Authority's Geographical Information System.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have

been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian** denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

Eppleton Academy

The Trust Board of Eppleton Academy will be the Admission Authority for this academy. The Trust Board intends to admit up to 30 pupils into Reception in September 2023.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

Allocation of places

Pupils with a Education, Health and Care Plan naming Eppleton Academy will be offered a place.

The Trust Board of the Eppleton Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

Looked after children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Includes those that have been adopted from state care outside of England

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A sibling link - an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending Eppleton Academy at the time of admission.

Exceptional medical or psychological reasons - (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).

A child reaches **compulsory school age** 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.

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). 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.

Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out above, in order until all places are filled. For children who are placed on a waiting list the list will be held until the 31st December, after this date parents/carers would need to reapply by completing a transfer form.

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.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development Where relevant, their medical history and the views of a medical professional Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The head teacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 4.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

In-year admissions

You can apply for a place for your child at any time outside the normal admissions round by completing a school transfer form. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy.

Priority will not be given to children on the basis that they have been on the waiting list the longest. Applications for in-year admissions should be sent to the following address:

Eppleton Academy Primary
Church Road
Hetton-le-Hole
DH5 9AJ

Notes

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

It will be possible for Infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel.

Appeals

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of the Trust Board at the school address.

Farringdon Primary Academy

Please note that the policy for Farringdon Primary Academy was not available when the booklet was printed. Please see page 109 for Inspire Multi Academy Trust admission criteria.

Fatfield Academy Inspires

Please note that the policy for Fatfield Academy was not available when the booklet was printed. Please see page 109 for Inspire Multi Academy Trust admission criteria.

Fulwell Infant School Academy

The Governing Body of Fulwell Infant School Academy is the Admissions Authority for the school on behalf of the Academy Trust. This means that a committee of the governing body 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 Governing Body, all voluntary aided schools, and academies, all other Admissions Authorities in the area and interested parties and parents through our 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."

Nursery application forms are available from the school office, reception 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 (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 a Education, Health and Care Plan which names Fulwell Infant School Academy will be admitted.

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

We will admit 90 applications in accordance with the following criteria in the following order of priority:

Admission Criteria

1. **Looked after children** - A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – 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

2. **Feeder School** - Children who attend the Nursery Class of the same academy in the previous academic year to that of their application.
3. **Siblings** - Children who have an older sibling attending the Academy or Fulwell Junior School at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling. Evidence of cohabitation to fulfil this requirement may be requested.
4. **Children of Staff** - Children of staff who have been in post for two or more years or have been recruited into a position for which there is a demonstrable skill shortage.
5. **Distance from Academy** - 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 mainly resides to the main entrance of the Academy (Ebdon Lane) using the Local Authority's computerised measuring system (GIS - GeoInformation System). Those living closer to the school will receive the higher priority.

Where required proof of residency will be sought in the form of a Council Tax Bill, and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

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

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 year or subsequent year, for example, until the start of the term when the child reaches compulsory school age. Parents can also request that 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. In this instance, parents must discuss this with the Head teacher. 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. Reply to:

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 Governors 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 end of Year 2, in conjunction with the local authority. 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.

George Washington Primary School

Please note that the policy for George Washington Primary School was not available when the booklet was printed.

Gillas Lane Academy

Please see page 32 for Aim High Academy Trust Admission Criteria

Hasting Hill Academy

The Trust Board of WISE Academies will be the Admission Authority for this academy. This means that a committee with delegated powers considers applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Board of Trustees, all other Admissions Authorities in the area and interested parties and parents. 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 Admission Code 2021”.

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 whereby all applications are considered at the same time, irrespective of the order of preference. Therefore all applications will be considered equally against the admission criteria. If a pupil then 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.

Reception 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 should provide supplemental evidence in support of the application where applicable. The Local Authority undertakes the co-ordination of admission arrangements.

Published Admission Number

The Published Admission Number (PAN) for this Academy is 30.

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

Admission Criteria

If the academy is oversubscribed (i.e. where the number of applications for admission exceeds the number of places available) the committee of the Trust Board of WISE Academies, as the admissions authority will apply the following criteria in the order set out below:

Children with an Education, Health and Care plan

Children who have an Education, Health and Care (EHC) plan where the academy is named as the most appropriate educational setting for the child will be admitted.

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 previously looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.

2. Siblings

Children who have a sibling attending Hasting Hill Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Exceptional medical or psychological reasons

Parents must include a medical or psychological report, prepared by a professional, to confirm information that parent includes in this section. This report should explain why only this academy could meet the child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. It will be for the committee of the Trust Board responsible for admissions to determine whether the evidence is acceptable under this criteria.

4. Feeder School

Children who attend the Nursery Class of Hasting Hill 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 mainly resides - to the main entrance of the academy (Tilbury Road entrance) using a geographical information system (GIS). Those living closer to the academy will receive the higher priority.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the academy determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using a Geographical Information System (GIS)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person

independent of the academy.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the academy, to be deferred to later in the academic year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the academic year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the academy in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group. Any such request should be made in writing to the Headteacher of the academy. The committee responsible for admissions will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher who has statutory responsibility for the internal organisation, management and control of the academy, the committee will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the Reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the Local Authority should include this request. The Local Authority will liaise with the academy, and the committee responsible for deciding upon admissions will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, who has statutory responsibility for the internal organisation, management and control of the academy, the committee will take into account the views of the parents and of appropriate medical and education professionals. Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the academy office. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 31st December each year, in case any vacancies arise

Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the academy office. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list.

Late Applications

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date. Parents are therefore encouraged to ensure that their application is received on time as late applications will be considered after those that had been received by the published deadline.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the academy is oversubscribed and their child is refused a place.

Right of Appeal

Parents will have the right to an independent appeals panel if they are dissatisfied with the outcome of their admission application. Appeals will be carried out in accordance with the Admission Appeals Code.

Any decision of the independent appeals panel will be binding on all parties. Appeals should be directed to The Secretary to the Trust, WISE Academies Head Office, Borodin Avenue, Sunderland SR5 4NX or governance@wiseacademies.co.uk

Home address

This must be the address where parents and child normally live and they must be living there on the closing date for receipt of application. Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. Confirmation of address will be required.

In-year Admissions

The academy is able to accept in-year admission applications directly from parents. An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

Local authorities are still required to co-ordinate admission applications in the normal admissions round. In-year applications will be determined by the academy on the basis of this policy.

Nursery Class Applications

Nursery Application Forms are available from the academy office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the academy's admission criteria by order of priority. Additional forms of identity may also be required to establish eligibility.

Important notes to parents:

Evidence of identity

If the parent is required to provide supplemental evidence to support the application (e.g. council tax bill), this evidence should be provided at the time of application. If not provided, evidence may be sought by the academy following the closing date for applications. This information must have been correct at the date of closing for applications.

False Evidence

The Trust Board reserves the right to withdraw the offer of a place where false evidence is received.

Incomplete applications

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 Trust Board will suspend the application until parents agree. This will mean that if the closing date has passed, the child will not be

considered in the admission round and if all places have been allocated then the child will not be given a place and the application may be treated as a late application.

Please note that attendance at the Academy's nursery does not guarantee admission to the reception year group and a separate application for admission to the reception year group will have to be made.

This policy should be read in conjunction with the Local Authority's admission guidance for parents.

Hetton Lyons Primary School

The Governing Body of Hetton Lyons Primary School is the Admissions Authority for the school on behalf of Balmoral Learning Trust. This means that a committee of the governing body considers 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 Governing Body, all other Admissions Authorities in the area and interested parties and parents through our website. 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, 2021”.

Reception 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 and Care Plan which names Hetton Lyons Primary School will be admitted.

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

We will admit 60 applications in accordance with the following criteria in the following order of priority:

1. **A ‘Looked-after’ child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** – a child that is looked-after’ by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a **‘Looked-after’ child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** – 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.
2. **Siblings** - Children who have an older sibling attending the school at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or

sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/career's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

- Neighbourhood places** - Children living near the school 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 mainly resides - to the main entrances of the school (whichever is the closest) using the Local Authority's computerized measuring system (GIS – Geo-Information System). Those living closer to the school will receive the higher priority. **Proof of residency will be sought in the form of a Council Tax Bill or electoral role eligibility.** No other means of proving residency will be accepted. Requests for evidence may be sent to applicants following the national closing date for Reception applications. Reception places awarded under "neighbourhood places" will be offered to those able to provide proof of residency in the first instance.

Tie Breaker: if in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used according to criteria in these categories.

In determining allocations, priority will be given to applications received by the published deadline date.

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 intentionally 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 awarded a place for their child may request that the date their child is admitted to school is deferred until later in the year or subsequent year, for example until the start of the term when the child reaches compulsory school age. Parents can also request that 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. In this instance, parents must discuss this with the Head of School. Compulsory school age is determined as the term after the child's fifth birthday.

Parents who are unsuccessful in securing a place for their child at the school have a statutory right of appeal. Further details of the appeal process are available on the school website. Appeals are heard by an independent panel.

Children who are unsuccessful in securing a place at the school will be placed on a waiting list which will be held by the school indefinitely, in conjunction with the local authority. 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.

Highfield Primary Academy

Highfield Academy welcomes applications for admission into school from pupils of all cultures, races and backgrounds and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. Choosing a school for your child is one of the most important decisions you will make as a parent, Highfield Academy, along with the Local Authority will support parents to understand and be successful in the admissions/transfer process.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Highfield Academy has a published admission number (PAN of 60) per year group. The admission criteria for school is as follows:

- Cared for children that is 'children cared for' by the Local Authority in accordance with section 22 of the children's Act 1989(b). A previously cared for child, including those from outside state care in England
- A sibling link –an older brother/sister including adoptive or step-children that share the same parent/carer and live at the same address.
- Exceptional medical or psychological reasons – medical, psychological reports must be confirmed by a professional and explain why their needs will be met at Highfield Academy.
- All other children

Two Year Olds

We currently offer limited places where available for two year olds who are eligible for the free 15 hours provision. Criteria for eligibility is available on the Together for Children website. Applications can also be made in school.

Nursery Admissions

We have a 52 place nursery. You can register your child for school nursery once they have reached their second birthday, places are allocated in the term after they are three. This is usually in the following September; however if there are available places they may be enrolled in January or after Easter. You will be sent an offer of a place letter informing you of your child's start date. If places are oversubscribed the school will work with the local authority in allocating places.

Registration forms are available from the main school reception.

Admission into Primary School

Legally children do not have to start school until the term after their 5th birthday. In Sunderland Local Authority, all children normally start together in September. If your child's 5th birthday is in the summer term it is not possible to defer entry into Reception for a full academic year; however, it is possible to defer admission into Reception until the term after their 5th birthday. Parents/carers wishing to defer entry must apply using the application form for the child's normal year of entry. Further guidance regarding request for deferred entry can be accessed at www.sunderland.gov.uk/admissions-infant-junior-primary

Parents have the right to express a preference for a school of their choice. Applications must be completed as there is no guarantee of a place for any child even if your child is attending an attached nursery or has older siblings already attending school. Applications can be accessed at www.sunderland.gov.uk/admissionsonline.

Once completed forms can be returned to school, emailed to school admissions or returned to any of the Council's Customer Service Centres. The preference period lasts from October until January 15 2023 and it is vital that preference forms are received in this time. If they are not, the School Admissions Team will consider them as 'late', which could reduce the chance of getting a place at your first-choice school. Late applications will only be considered after the ones received on time unless there is a genuine reason. Examples of this would be moving into the area, dealing with the death of a close family member or a change of circumstances for a 'cared for' child. Circumstances such as these should be explained on the application form.

An offer of a school place will be sent to parents/carers in April. The offer must be accepted and returned to the School Admissions Team, if your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

Admission into Secondary School

Children generally transfer to secondary school when they are 10/11 years old and in year 6 of primary or junior school.

As with admission to primary parents have the right to express a preference for a school of their choice. The preference period for secondary school opens in September and closes on 31 October. Late applications will only be considered after those received on time.

Applications can be accessed at www.sunderland.gov.uk/admissionsonline. If parents/carers do not have access to the internet applications will be available in paper form from school reception where they can be completed and emailed off, alternatively applications can be made at any Council Customer Service Centre. Offers of school places will be sent out on March 1st. Once an offer of a place is received you must confirm acceptance. If your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

Mid-term transfers

If parent/carer wishes their child to transfer school during the school year a transfer application form must be completed. In order that this process is quick and efficient the following steps should be taken;

The receiving school should be contacted by parent/carer to confirm there are places in the required year group.

- Part A of the transfer application should be completed by parent/carer, part B will be completed by school and signed by Melanie Davies, Head of School, or Deputy Natalie O'Donnell. It is also good practice to meet with the above or Family Support Worker, Mandy Adamson.
- Highfield Academy will then send the completed form to the receiving school.
- If places are available schools will negotiate a start date and communicate this to school admissions. If no places are available the schools appeals process will be coordinated by the school admissions team.
- Once a child is admitted onto the school roll, their name will be added to a 'pupil admitted to school outside of normal transition period' form which is submitted to EHAAT@togetherforchildren.org.uk.
- This is in accordance with regulation 12 Education (Pupil Registration) England (Amendment) Regulations 2016

Transfer applications can be accessed from school reception, are available on the school admissions page of www.sunderland.gov.uk or from the school admissions team based at the City Hall, Sunderland SR1 3AA telephone number 0191 5611425/ 5611447

SCHOOLS/ACADEMIES STATUTORY DUTY TO ADMIT PUPILS

Regarding Academy direction the Council has the following powers of direction:

Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, and can seek advice from the adjudicator in reaching a decision.

Should an applicant be unplaced but not be eligible for fair access it is expected that they are offered a place at the school for which they have applied. In circumstances where following negotiation a school/ academy refuses to admit an unplaced applicant and cannot provide sufficient rational to support this decision the Council will seek to use its powers of direction or will seek the secretary of state to direct the school/ academy to admit.

REFUSAL TO ADMIT PUPILS WITH CHALLENGING BEHAVIOUR

The School Admissions Code includes provision for a governing body of a school which does not wish to admit an unplaced child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the local authority for access under the Fair Access Protocol. Details of this can be found on the Together for Children website – in Year application Process.

In addition to the refusal of an admission in a year group where there are no remaining places, Para 3.12 of The School Admissions Code, 2014 includes provision for the Governing Body of a school which does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the Council for access under the Fair Access Protocol. The Code identifies that this will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

FAIR ACCESS PROTOCOL

Each Council must have a Fair Access Protocol agreed with the majority of schools in the area. This includes Community, Voluntary Aided, Voluntary Controlled, Foundation Schools, Free Schools and Academies. The Protocol aims to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

The operation of the local Fair Access Protocol is outside the arrangements of the co-ordinated admissions scheme and is triggered when the parent/carer of an eligible child has not secured a school place under the In-Year Admissions procedures. Unlike In-Year Admissions, there is no duty for the Council or Admissions Authorities to comply with parent/carer preference; however, in certain circumstances the wishes of the parent/carers may be taken into account. When allocating places through the Fair Access Protocol, Sunderland's Fair Access Panel will allocate places based on a rota system across agreed cluster areas.

HARD TO PLACE CHILDREN:

Sometimes children can find themselves without a school place during the course of the year, for example, because their personal circumstances are such that they have had to move home; or are looked after children; or they have been permanently excluded from their school. In some cases these children may also exhibit challenging behaviour.

There is often a balance to be struck between finding a place quickly, perhaps in an undersubscribed school or one facing challenging circumstances, and finding a place which is appropriate for the child. It is also recognised that no school should be requested to take an excessive or unreasonable number of pupils who have been excluded from other schools or are otherwise 'hard to place'.

While the Fair Access Protocol is a means of securing places for hard to place children it does not mean that an application from a hard to place child should automatically be referred to the Fair Access Protocol. A parent/carer can still apply for a place at any school as an in-year admission and is entitled to

an appeal if they are not offered that place.

The School Admissions Code states the list of children to be included in a Fair Access Protocol is to be agreed by the majority of schools in the area. For a pupil to be eligible to be considered under Fair Access protocols school must demonstrate that a pupil can be identified once as a minimum from each of the lists of children identified below:

- Children from the criminal justice system or Pupil Referral Unit who need to be reintegrated into mainstream education
- Children who have been out of education for two months or more,
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
- Children who are homeless

MANAGED MOVES

All schools in Sunderland have made a significant effort to avoid permanent exclusion, a strategy now seen as a response to extreme circumstances. However, there are occasions where after lengthy and concerted efforts it is clear that it is not in the pupil's or school's best interest to continue with the placement but mainstream education is nevertheless appropriate. In these circumstances one of the strategies that could be considered is a managed move. It must be recognised that this is not a means of avoiding permanent exclusion as in the most severe and persistent cases the problems often recur in the receiving school.

A managed move is a managed transfer, over a period of time, of a child from one school to another. A managed move consists of a formal agreement between the child's parent/carer, the head teachers of both the referring (home) school (School A) and the receiving school (School B). A managed move provides a child with the opportunity of a 'fresh start' in another school and is a means of positively re-engaging the pupil in education.

Generally, a pupil should not participate in more than two managed moves in one academic year.

PRINCIPLES OF A MANAGED MOVE

It is seen to be in the best interest of those pupils who are experiencing difficulties, which could appear to be leading towards permanent exclusion. When the full range of pastoral support strategies (including a pastoral support programme) have been resourced and tried but have failed to reach the young person.

When a 'new start' at another school is seen positively by all concerned and has not been used as a threat or punishment by either the school, or the parent/carers. This is a possible, negotiated strategy, not an imposition. It aims to keep pupils included who might otherwise become further disaffected.

The understanding being that this is not normally a '1 for 1' exchange arrangement between schools. Although there may be times when this does occur, (if it does, the ultimate destinations of the two

children are not connected). What is more important is that the needs of the young people concerned are being met and their best interests are being served.

A managed move is a voluntary arrangement and no pressure must be put on to a Headteacher or a parent/carer if either feels that the move would not be in the child's best interests.

CRITERIA FOR A MANAGED MOVE:

- A pupil with an otherwise good record has committed an offence that might lead to permanent exclusion, but the school feels the pupil would benefit from another chance.
- There has been an irrevocable breakdown of relationships between a pupil and staff, as a consequence of significantly challenging behaviours displayed.
- There has been an irrevocable breakdown of relationships between a pupil and his or her peers, as a consequence of significantly challenging behaviours displayed
- A pupil with a record of inappropriate and disruptive behaviour or poor attendance, as a consequence of inappropriate and disruptive behaviour applies for an in-year transfer.
- There has been an irrevocable breakdown in relationships between the pupil and staff or peers resulting in a pupil's low or non-attendance.
- Where a managed move is proposed to resolve an attendance issue the school must demonstrate that the pupil in question has been referred to the Early Help - Attendance Service at Together for Children. The managed move must be endorsed by the Council's Attendance Manager, where it is anticipated the move may resolve the existing barriers to attendance.
- The above list is not intended to be a complete list of scenarios and there may be other occasions where a Managed Move is considered appropriate

Hill View Junior Academy

The Local Governing Body of Hill View Junior Academy is the Admissions Authority for the school on behalf of Vision Learning Trust. This means that a committee of the governing body 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 Governing Body, all voluntary aided schools, and academies, all other Admissions Authorities in the relevant area and interested parties and parents through our 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.”

The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Published Admission Number

The governing body has set its admission number at 120 pupils to be admitted to the Year 3 class in the school year which begins in September 2023.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Application Procedures and Timetable

- Year 3 applications

To apply for a place at this school, the parent must either apply through the Local Authority where the child lives, either online through the Council’s website or by a paper application form. . The parent will be advised of the outcome of the application on 19th April 2023 or the next working day, by email if an online application or by letter if a paper application, from the Local Authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. council tax bill), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2023. This is the cut off date for applications.

Late Applications

Late applications will be administered in accordance with the Local Authority primary coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

Admission Criteria at Hill View Junior Academy

1. Looked after children

Refers to a 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – 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. Parents are asked to send proof as supplemental information with their application form.

2. Siblings

Children who have an older sibling attending Hill View Junior Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Feeder School

Children who attend the Year 2 class at Hill View Infant Academy in the previous academic year to that of their application.

4. Distance from Academy

Children living near Hill View Junior 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 mainly resides to the main entrance of the Academy (Queen Alexandra Road) using the Local Authority's computerised measuring system (GIS – Geographical Information System). Those living closer to the school will receive the higher priority. If required by the governing body after the closing date for applications, proof of residency will be sought in the form of a Council Tax Bill, and should be correct at the date of closing for applications. No other means of proving residency will be accepted.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the school office. This waiting list will be maintained in order of the oversubscription criteria set out above, and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the school office. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the Local Authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even

when admitting the child would mean exceeding the published admission number.

False Evidence

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

Incomplete application

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.

NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.

2. 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):

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

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

4. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

5. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent'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. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit

at the same address as that sibling.

6. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the Local Authority’s admission guidance for parents.

Hill View Infant Academy

The Local Governing Body of Hill View Infant Academy is the Admissions Authority for the school on behalf of Vision Learning Trust. This means that a committee of the governing body 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 Governing Body, all voluntary aided schools, and academies, all other Admissions Authorities in the relevant area and interested parties and parents through our web site (in 2017). 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, May 2021.”

The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Published Admission Number

The Governing Body has set its admission number at 120 pupils to be admitted to the reception class in the school year which begins in September 2023.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Application Procedures and Timetable

- Reception class applications

To apply for a place at this school, the parent must either apply through the Local Authority where the child lives, either online through the Council’s website or by a paper application form. The parent will be advised of the outcome of the application on Tuesday 19 April 2023 or the next working day, by email if an online application or by letter if a paper application, from the Local Authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. council tax bill), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is Sunday 15 January 2023. This is the cut off date for applications Nationally.

Late Applications

Late applications will be administered in accordance with the Local Authority primary coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

- Nursery Class Applications

Nursery Application Forms are available from the school office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the school's admission criteria by order of priority.

Admission Criteria at Hill View Infant Academy

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 previously looked after. This includes those who have been in state care outside of England but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.

2. Siblings

Children who have an older sibling attending Hill View Infant Academy or Hill View Junior Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Feeder School

Children who attend the Nursery Class of Hill View Infant Academy in the previous academic year to that of their application.

4. Distance from Academy

Children living near Hill View Infant 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 mainly resides to the main entrance of the Academy (Helvellyn Road) using the Local Authority's computerised measuring system (GIS – Geographical Information System). Those living closer to the school will receive the higher priority. If required by the governing body after the closing date for applications, proof of residency will be sought in the form of a Council Tax Bill, and should be correct at the date of closing for applications. No other

means of proving residency will be accepted.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Head Teacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Head Teacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the Reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request. The Local Authority will liaise with the governing body who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Head Teacher, who has statutory responsibility for the internal organisation, management and control of

the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the school office. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Looked after children or previously looked after children allocated a place at the school in accordance with the fair access protocol will take precedence over those on the waiting list. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places.

A school transfer application form must be completed. The school is part of the local authority's in year co-ordination scheme. Information can be found at www.sunderland.gov.uk/school-transfers

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the Local Authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process can be obtained from the school and are available on www.sunderland.gov.uk/schools-appeals

Fair Access Protocol

The school is committed to taking children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

False Evidence

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

Incomplete application

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.

NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. 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):

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

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
5. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent'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. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
6. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the Local Authority's admission guidance for parents.

Holley Park Academy

Please note that the policy for Holley Park Academy was not available when the booklet was printed

Inspire Multi Academy Trust

The Board of Trustees of Inspire Multi Academy Trust is the admission authority for the Inspire family of academies which include Farringdon Academy, New Penshaw Academy, Plains Farm Academy, Burnside Academy and Fatfield Academy and has responsibility for the Admission Policy.

Published Admission Number (PAN)

The PAN is the number of places we intend to make available for our normal intake. Once the Academy sets this number, we will not refuse applications below the PAN.

If however there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either admit children above our agreed PAN or increase the PAN accordingly to accommodate additional children.

The current set PAN for Reception classes in our Academies is -

Academy	Published Admission Number (PAN) for Reception
Farringdon	60 places (2 classes with 30 children per class)
New Penshaw	30 places
Plains Farm	30 places
Burnside	30 places
Fatfield	30 places

For other year groups, the agreed admission limit will be the PAN, which was determined for that cohort as it entered the Academy in the Reception year, unless this was varied, in response to a change of circumstances at the Academy.

For further information, please contact the Academy or consult the LA Admissions Team.

Application for a Place

Applications must be made on the Common Application Form (available from the LA website www.sunderland.gov.uk/admissionsonline) by the determined closing date (timetables are published on the LA website). An offer of a place will be made by the LA, on behalf of the school, on or around the National Offer date.

Applications received after the closing date will only be considered after all applications received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplementary evidence in support of the application, which will enable the Board of

Trustees to make an informed decision when considering their application.

Parents (a parent is determined as a person with parental responsibility) have the right to express a school preference of their choice. In the first instance, all preferences expressed will be considered on an equal weighting basis, however 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 with an Education, Health and Care Plan, which names an Academy within the Trust, will be admitted to the named Academy.

The Board of Trustees, as Admission Authority will seek to apply the Admission Policy if the number of applications exceeds the number of published places available.

Admissions Criteria

We will admit applications, up to the indicated PAN 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(1) of the Children’s Act 1989 and children who were looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order). Includes those that have been adopted from state care outside of England.

Children Previously in State Care Outside of England – this refers to children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted.

Parents are asked to send proof as supplemental information with their application form.

2. **Sibling Link** – Children who have an older sibling attending the school at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. **Exceptional medical or psychological reasons** – You must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.
4. All Other Children

Notes

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school.

Distance is measured by the shortest safest walking distance using the Local Authority's computerised measuring system (GIS – Geo-Information System).

Proof of residency will be sought in the form of a Council Tax Bill and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeals process are detailed below.

Appeals are heard by an independent panel. Children who do not receive an offer of a place are automatically placed on a waiting list which will be held by the Academy indefinitely, in conjunction with the Local Authority. 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.

Exceptional Circumstances

The Academy may be asked to increase its PAN (Planned Admission Number) only where:

An event/incident occurs in another educational establishment which could not possibly have been planned for, e.g. fire;

- To comply with other agreed protocols, e.g. children in care, fair access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home;
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would be split and therefore will be offered together;

Children of armed forces personnel.

Exceptional Medical or Psychological Need

Exceptional medical need means that the child's health and welfare would be best served if they attended the Academy. Parents would need to provide medical evidence in the form of a letter or report from a doctor to support their case.

The evidence would have to establish that the Academy is the best/only school to serve the child's needs and clearly state why other schools could not provide the appropriate support.

Waiting Lists

Following allocation of Reception places, the LA will retain a waiting list until the end of the first full week of the autumn term as per the primary co-ordinated admissions scheme. Following this, the Academy will retain the waiting list in partnership with the LA Admissions Team.

Waiting lists will be kept in order of the oversubscription criteria above. List placement will not be prioritised according to how long a child's name has been on that list and it remains possible that a child's name could move up or down the list when the criteria is applied against other waiting applicants.

Deferred Admission

September is the earliest point for admission to the Reception class however this is not a compulsory start date. Parents who are awarded a place for their child may request that the date their child is admitted to the Academy is deferred until later in the year or subsequent year, for example until the start of term when the child reaches compulsory school age.

Parents may also request that their child takes up the place part time, if it is in the interests of the child to do so, until the child is of compulsory school age. In this instance, parents must discuss this with the academy Headteacher.

Compulsory school age is determined as the term after a child's fifth birthday.

In Year Admissions

Parents can make a request for admission after the normal round of admissions (after 31 August) using the Common Application Form.

If you were seeking an in-year place because your child has just moved in to the area and does not already have a school place, admission would be as soon as possible. If your child already has a school place locally, admission will normally be at the beginning of a term or half-term.

Fair Access Protocol

All Local Authorities are legally required to operate a Fair Access Protocol across their area and all schools and academies are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

For primary schools in Sunderland, a child meeting the criteria of Fair Access Protocol will be admitted to the primary school designated for his or her address even where it has reached its PAN or other agreed admission limit where possible. The Fair Access Protocol is not intended to provide additional spaces for children who already have a local school place.

Information Provided by Parents in an Application

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 Board of Trustees will suspend the application until parents can reach agreement. 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.

We would like all applications to be completed honestly and fairly. It is important that where we offer places to some children and refuse others that we do so fairly and consistently, in line with the Admission Policy framework. Information provided by parents, which is found to be intentionally fraudulent, will result in the offer of your child's place being withdrawn.

The Admissions Authority is required by law to consider the information supplied by you on the application form, including any supplementary information/evidence offered. It is very important that you take great care to ensure the form has been completed accurately and in full before submission.

Any advice or support you require in completing this form can be sought via the Academy office or the LA Admission Team.

Transport

All parents should consider how their child would get to school during their time on roll. Parents are encouraged not to rely on lifts, car shares or public transport always being available and try where possible to have a contingency plan in place to ensure their child's attendance.

Where a parent could have applied on time but failed to do so, there will be no entitlement to seek assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school.

Extended Schooling

Further information on extended schooling, including breakfast and after school provision is available from the Academy office or the website.

Home-School Agreement

Admission to school is not conditional on signing a home-school agreement. However, we will offer such an agreement to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents and their child's education.

Uniform Policy

Children attending our Academies are expected to wear a uniform. Some of the items required can be purchased directly from the Academy office and the rest from retail outlets.

School Fees and Charges

There is no charge for applying for a place within our Academies, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are voluntary. No activities such as school trips are compulsory. A policy on charging for activities is available from the website or the Academy office.

Admission Appeals

At Inspire Multi Academy Trust, we wish to be fair, reasonable and transparent throughout the admissions process. If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel, which is independent of the individual Academy and Academy Trust.

Please note that the appeal process does not apply to children with an Education, Health and Care Plan. Appeals for these children are dealt with by the SEN and Disability Tribunal.

If my child is not offered a place at the Academy, can I appeal?

Yes – if your child is not offered a place at one of our Academies, you have the right to appeal against this decision to an independent appeal panel.

How do I make an appeal?

If it has not been possible to offer a place within one of our Academies, information would have been included within your offer letter from the School Admissions Team or from the Academy for any in year applications, which would direct you to telephone the Academy office for further information.

If you wish to appeal against the decision, you would need to request a form from the Academy office.

You will then need to complete the form, in full, outlining your reasons for appeal, and return it to the person indicated on the Appeals Form, the Clerk to the School Admissions Panel of the City Council, who is administering the appeals process on our behalf.

What happens next?

Appeal hearings are usually held between June and July to facilitate September starts however may still be held up-to and during the summer holidays. You should complete and return your Appeal Form as soon as possible, so that an appeal hearing can be arranged.

You will be notified of the date of the appeal hearing at least two weeks prior to that date. A week before the hearing is due to take place, you will receive a copy of the Academy's statement of case. The statement of case will explain why it was not possible to offer your child a place at the school and the implications of more children admitted above the admissions number.

What happens at the appeal hearing?

The appeal hearings for our Academies will usually be held at the Civic Centre, Burdon Road, Sunderland and you will be invited to attend. Although there is a set process to follow for the appeal hearing, the panel members do try to keep the meeting as informal as possible, to put attendees at ease. It is possible to bring along a friend or relative to provide you with additional support if you wish.

The panel members are completely independent of the Academy or Academy Trust and are made up from skilled volunteers.

The panel will consider the Academy's case against your reasons for appeal and will make a decision to uphold or reject your appeal. You will be notified of the panel's decision in writing, within five working days of the hearing via the LA who is acting on our behalf.

My appeal will be considered under the 'class size regulation', what does that mean?

If you have been refused a place at a School/Academy, the reason for refusal will be explained in the refusal letter and the statement of case for the appeal, if it will be considered as a 'class size' appeal.

1. This means that the appeals panel must consider the implication of admitting another child to a class that already has 30 pupils in Reception, Y1 or Y2. There are only certain circumstances in which an appeal panel can uphold (agree) a 'class size' appeal, which is as follows:-
2. The admission of additional children would not breach the infant class size; or
3. The admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
4. The decision to refuse admission was not one, which a reasonable admission authority would have made in the circumstances of the case.

If an appeal was upheld (agreed), the Academy would need to take 'qualifying measures'. This could mean either employing another teacher and/or possibly moving to mixed-aged classes.

What if my appeal is successful?

If your appeal is upheld (successful) then you have secured a place in the Academy for your child. Your child's details will be forwarded to the Academy and they will be included in any induction visits, etc.

If you have accepted a place at any other school (e.g. second or third preference school), then the offer of a place at our Academy will be cancelled and your child's name will be removed from the Academy's list.

What happens if my appeal is unsuccessful?

If your appeal is dismissed (not successful), the decision is final. Your child will remain on the waiting list in case any vacancies arise in the future.

It is only possible to have one appeal for the same Academy within the same year group, unless there is a significant change in circumstances.

The School Admissions Team will continue to encourage you to consider other Schools/Academies for your child, whilst remaining on the waiting list for our Academy.

What can I do if I am unhappy about the panel's decision?

There is no further appeal. The letter that you receive explaining the decision of the Appeal Panel will inform you about the limited options that are available.

There is no further right of appeal to the Board of Trustees or the LA. There is also no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but does have limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeals panel's decision but can investigate written complaints about maladministration on the part of the admission appeals panel. This is not a right of appeal and must relate to issues such as failure to follow correct procedures or failure to act independently, rather than complaints where you simply feel that the wrong decision has been made.

Contacts and Further Information

School Admissions Team Telephone 0191 561 1425 www.sunderland.gov.uk

Department for Education (DfE) Telephone 0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) Telephone 0370 000 2288
www.education.co.uk/educationfundingagency

Office of the Schools Adjudicator Telephone 01325 735 303 www.education.gov.uk/schoolsadjudicator

Children's Education Advisory Service Telephone 01980 618 244 enquiries@ceas.detsa.co.uk

A full consultation exercise was last undertaken in January 2021.

John F Kennedy Primary School

Please note that the policy for John F Kennedy Primary was not available when the booklet was printed.

New Penshaw Academy

Please note that the policy for New Penshaw Academy was not available when the booklet was printed.
Please see page 109 for Inspire Multi Academy Trust admission criteria.

New Silksworth Academy Infant and Junior

Please note that the policy for New Silksworth Academy Infant and Junior was not available when the booklet was printed.

Newbottle Primary Academy

Please see page 32 for Aim High Academy Trust Admission criteria.

Northern Saints Church of England Voluntary Aided Primary School

The Governing Body of the Northern Saints Church of England Voluntary Aided Primary School is the Admissions Authority for the school.

We intend to admit up to 90 pupils to the Reception year group in September 2023.

Applications must be made on the Local Authority Common Application Form, please click on the link above. This form must be returned to the Local Authority by the closing date determined annually. Applications received after the closing date will only be considered after all those received by the closing date.

Parents have the right to express a preference for a school of their choice. In the first instance, all preferences expressed on the Admissions forms will be considered equally against the admission criteria. If a pupil then 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.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

It will only be possible for infant classes to exceed the statutory limit where the 91st child is a twin or from multiple births, or of armed forces personnel.

Where it is not possible to offer a place at a school, the child will be placed on a waiting list. The waiting list is sorted using the same admission criteria and will be held until the end of the Autumn term, after the children start Reception in September.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team or by writing to the Chair of Governors at the school address.

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

Where an application is found to contain false information, the Governing Body reserve the right to withdraw their offer of a place.

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

(those born after 1 April) this can sometimes be 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 are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age.

The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

“If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.”

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Further information and advice on the admission of summer born children is available from
SUNDERLAND LOCAL AUTHORITY ADMISSIONS TEAM.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming NORTHERN SAINTS CofE (VA) PRIMARY School will always be offered places. If there is then greater demand for admission than there are places available (oversubscription), the following criteria will be applied in the order set out below.

ADMISSION CRITERIA FOR NORTHERN SAINTS CHURCH OF ENGLAND

VOLUNTARY AIDED PRIMARY 2023 (Including over subscription criteria)

1. 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – 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.
2. A sibling link - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school or the junior school for which the preferred school is the feeder infant school, at the time of admission.
3. Exceptional medical or psychological reasons (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
4. Pupils for whom preferences are expressed on grounds other than those outlined above.

NOTES

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil

then 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.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the end of the Autumn term, after the children start school in September.

Parents/carers who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team.

Where a pupil has an Education, Health & Care Plan naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

It will be possible for Infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel.

Parents/carers 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 year or subsequent year, for example, until the start of the term when the child reaches compulsory school age. Parents can also request that 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. In this instance, parents must discuss this with the Head teacher. Compulsory school age is determined as the term after the child's fifth birthday.

It is possible for parents/carers to defer entry to Reception for summer born children until the following September, i.e. born between 1 April & 31 August). In the first instance, parents/carers should seek advice from the Local Authority.

Our Lady Queen of Peace RC Primary

Our Lady Queen of Peace RCVA Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the former parish of Our Lady Queen of Peace, Penshaw within the parish of St John XXIII, Washington and Penshaw.

Published Admission Number

The governing body has set its published admission number (PAN) at 45 pupils to be admitted to the reception year in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed

above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplementary evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the Head Teacher, Our Lady Queen of Peace RCVA Primary School, Station Road, Penshaw, Houghton-le-Spring, Tyne and Wear, DH4 7JZ. [www.olqoprprimary.org.uk] Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

- i. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 12)
 - ii. Children who will have an older sibling attending the school in September 2023 will be given priority in each category after children in (i) above. .
1. Catholic looked after and previously looked after children. (see notes 2&3)
 2. Catholic children who are resident in the former parish of Our Lady Queen of Peace (See notes 3&11)
 3. Catholic Children whose home address is outside of the boundaries of the former parish of Our Lady Queen of Peace but within the parish boundaries of St. John XXIII, Washington and Peshaw. (See notes 3 and 11)
 4. Other Catholic children. (see note 3)
 5. Other looked after and previously looked after children. (see note 2)
 6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
 7. Children with an older sibling in school in September 2019.
 8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
 9. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
 10. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is

included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. Our Lady Queen of Peace RCVA Primary School serves the former parish of Our Lady Queen of Peace Parish, Penshaw within the parish of St John XXIII, Washington and Penshaw. A boundary map is available to view in the school.

12. To demonstrate an exceptional social, medical or pastoral need of the child which can be most

appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

This policy should be read in conjunction with the local authority's admission guidance for parents.

Oxclose Primary Academy

The Board of the Discover Learning Trust is the Admissions Authority for Oxclose Primary Academy. The Trust Board intends to admit up to 30 pupils into Reception in September 2023. This arrangement follows consultation between the Trust Board, the Local Authority (LA) and all other schools in the area who are their own Admissions Authority.

All applications must be made using the LA Application Form (available from the LA) and completed by the closing date which is determined annually. Applications received after the closing date will only be considered after all those received by the closing date. Children who have an Education, Health and Care Plan which names Oxclose Primary Academy will automatically be offered a place in the Academy.

The admissions criteria will only be applied if there are more preferences expressed than spaces available. The following criteria will be applied in that instance:

- 1. A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** - a child that is 'looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a **'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** – 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.
- 2. Sibling link** – A child who has an older brother/sister who will still be attending Oxclose Primary Academy at the time of admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
- 3. Exceptional medical or psychological reasons** – You must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this academy can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when applying, please contact the School Admissions Team before completing the application form. Eligibility under this category will be considered by a meeting of the Academy Senior Leadership Team.
- 4. Children for whom preferences are expressed on grounds other than those outlined above** – Within each of the above, places will be offered on the basis of distance from the centre

of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance using a geographical information system (GIS).

The Trust Board will adopt the equal preference system, whereby all applications are considered at the same time, irrespective of the order of preference.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a child then qualifies for a place at more than one school, the parent/carer's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where parent/carer's have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Children who do not receive an offer of a place are automatically placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until 31st December, after the children start school in September.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Trust Board at the Academy address.

This Policy must be read in conjunction with Sunderland City Council's Admission to Primary Schools (including Infant & Junior Schools) - INFORMATION FOR PARENTS 2023/2024 booklet. Please see the link on the Academy's website.

Plains Farm Academy

Please note that the policy for Plains Farm Academy was not available when the booklet was printed.
Please see page 109 for Inspire Multi Academy Trust admission criteria.

Redby Primary Academy

Please note that the policy for Redby Primary Academy was not available when the booklet was printed.

Ryhope Infant School Academy

The Board of Trustees of the Ryhope Infant School Academy is the Admission Authority for this school on behalf of the Academy Trust. This means that a committee of the Trustees considers all applications sent to them by the Local Authority, according to the criteria as stated below.

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, 2014”

Reception 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 Trustees 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 and Care Plan which names Ryhope Infant School Academy will be offered a place.

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

The Board of Trustees intends to admit up to 65 pupils into Reception in September 2023, 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(1) of the Children’s Act 1989 and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, a residence order or special guardianship order). It also refers to children who 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. Parent/carers are asked to send evidence of an ‘Order’ as supplemental information with their application form, in order for the Admission Authority to consider the application.
2. **Siblings** – Children who have an older sibling attending Ryhope Infant School Academy at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer’s partner is also classed as a sibling if the child for whom

the place is sought is living in the same family unit at the same address as that sibling.

3. **Feeder school** – Children who attend the Nursery class at Ryhope Infant School Academy in the previous academic year to admission into Reception.
4. **A sibling link** - Children who have an older sibling attending Ryhope Junior School at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling
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 mainly resides - to the centre the school – whichever is the closest) using the Local Authority's computerised measuring system (GIS – Geo-Information System). Those living closer to the school will receive the higher priority. Proof of residency will be sought in the form of a Council Tax Bill or electoral role eligibility. No other means of proving residency will be accepted. Requests for evidence will be sent to applicants following the national closing date for Reception applications. Reception places awarded under "neighbourhood places" will be offered to those able to provide proof of residency in the first instance.

Tie Breaker: if in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used, according to criteria in these categories.

NOTES

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 Trustees 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 intentionally 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 Trustees 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 end of Year 2, in conjunction with the local authority. Should a place become available then the admissions criteria will be applied to every child on the waiting list at the time of the vacancy.

This policy was adopted following a six-week consultation period that lasted from 7th December 2018 to 18th January 2019. The consultation process will take place no less than once every seven years in line with Government guidance, and is currently scheduled for December 2025.

South Hylton Primary Academy

Please note that the policy for for South Hylton Primary Academy was not available when the booklet was printed.

Springwell Village Primary

Please note that the policy for Springwell Village Primary was not available when the booklet was printed.

St Anne's RC Primary School

St Anne's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the former parishes of St Anne's, Pennywell and Holy Family, Grindon (which is now part of the parish of St Anne and Holy Family).

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the head teacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs D Hall at the School. www.stannesrcprimary.org.uk Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parishes of St Anne's, Pennywell and Holy Family, Grindon (which is now part of the parish of St Anne and Holy Family). (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within

the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. Sibling includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St. Bede's RC Primary

St Bede's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the former parish of St Bede's, Washington within the parish of St John XXIII, Washington and Penshaw.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory

responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the Head Teacher, St Bede's Primary School, Hampshire Place, Washington, Tyne and Wear, NE37 2NP www.stbedesrcprimary.org.uk. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above).

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made by contacting <http://stbedesrcprimary.org.uk>

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

- i. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 12)
- ii. Children who will have an older sibling attending the school in September 2022 will be given priority in each category after children in (i) above. .
 1. Catholic looked after and previously looked after children. (see notes 2&3)
 2. Catholic children who are resident in the former parish of St Bede's (See notes 3&11)
 3. Catholic Children whose home address is outside of the boundaries of the former parish of St Bede's but within the parish boundaries of St. John XXIII, Washington and Penshaw. (See notes 3 and 11)
 4. Other Catholic children. (see note 3)
 5. Other looked after and previously looked after children. (see note 2)
 6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
 7. Children with an older sibling in school in September 2023
 8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
 9. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
 10. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes (these notes form part of the oversubscription criteria)

1. **A Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. **A looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

8. **Sibling** includes:
- i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
9. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
10. St Bede's RCVA Primary School serves the former parish of St Bede's, Washington within the parish of St John XXIII, Washington and Penshaw. A boundary map is available to view in the school.
11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

This policy should be read in conjunction with the local authority's admission guidance for parents.

The change is to note 2 and is the addition of the sentence that is highlighted below.

St Benet's RC Primary

St Benet's VA Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St Benet's, Sunderland.

Published Admission Number

The governing body has set its published admission number (PAN) at 45 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be

sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following

their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

Parents should apply directly to their 'preferred' school using the Sunderland School Transfer Application Form. Parents can seek advice from the Schools' Admissions Team.

[www.stbenetsschoolsunderland.org.uk]

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Benet's, Sunderland. (see note 3)
3. Other Catholic children. (see note 3)

4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places for some but not all applicants in each of the criteria distance from the centre of home address to the main entrance of the school will be the deciding factor, with priority being given to those whose address is nearest to the school entrance when measured by the shortest walking route along a recognised lit footpath. Measurements will be calculated using the Local Authority's Geographical Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact

their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer,

and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority’s admission guidance for parents.

St Cuthbert's RC Primary

St. Cuthbert's Catholic Primary School, Sunderland was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parishes of Immaculate Heart of Mary, Sunderland, Holy Rosary, Sunderland and the former parish of Holy Family, Sunderland (which is now part of the parish of St Anne and Holy Family).

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs J. Ward, St. Cuthbert's R.C. Primary, Grindon Lane, Grindon, Sunderland, Tyne & Wear, SR4 8HP. www.stcuthbertsprimaryschool.co.uk Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parishes of Immaculate Heart of Mary, Sunderland, Holy Rosary, Sunderland and the former parish of Holy Family, Sunderland (which is now part of the parish of St Anne and Holy Family). (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because

he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does

not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St John Bosco RC Primary

St. John Bosco Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of Sacred Heart & St. John Bosco, Sunderland.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to our Reception class in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be

sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following

their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the School Office:

St. John Bosco RC Primary School, Bradford Avenue, Sunderland SR5 4JW

Telephone Number: 0191 5368090

E-Mail: stjohn.bosco.primary@schools.sunderland.gov.uk

www.stjohnboscosunderland.org.uk

Parents will be advised of the outcome of their application in writing. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Catholic looked after and previously looked after children (see notes 2 & 3)
2. Catholic children who are resident in the parish of Sacred Heart & St. John Bosco, Sunderland. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

1. **An Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. **“A ‘looked after child’** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the case of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. “A ‘previously looked after child’ is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted”
3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and

Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **A child's home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. **A parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St John Boste RC Primary

St John Boste Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

The admission policy criteria will be dealt with on an equal preference basis.

Parishes served by the school

The school serves the former parish of St John Boste, Washington within the parish of St John XXIII, Washington and Penshaw.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs Denise Cushlow at St John Boste Catholic Primary School:
www.stjohnbosteprimary.org.uk

Parents will be advised of the outcome of their application in writing.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parish of St John Boste (see note 3)
3. Catholic children whose home address is outside of the boundaries of the former parish of St

John Boste but within the parish boundaries of St John XXIII, Washington and Penshaw

4. Other Catholic children. (see note 3)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children with an older sibling in school in September 2023.
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion, priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. **An Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. **A looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church

will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian** denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **A child’s “home address”** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. **A parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority’s admission guidance for parents.

St Joseph's RC Primary School, Sunderland

St Joseph's RCVA Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St Joseph's Sunderland.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the Headteacher at St Joseph's RCVA Primary School www.stjosephssunderland.school. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Joseph's Sunderland (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. **An Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. **A looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) or (c) those who have been adopted from state care outside of England at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion

to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **A child's home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. **A parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St. Joseph's Catholic Primary School, Washington

St Joseph's is a happy and caring Catholic school where everyone aspires to reach their true potential with Christ at the heart of all we do.

St. Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

The admission policy criteria will be dealt with on an equal preference basis.

Parishes served by the school

The school serves the former Parish of Our Blessed Lady Immaculate, Washington within the parish of St. John XXIII, Washington and Penshaw.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed below, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory

responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in

accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the Head Teacher, St. Joseph's Catholic Primary School, Village Lane, Washington, NE38 7HU www.washingtonstjosephs.com/. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children whose home address is within the boundaries of the former parish of Our Blessed Lady Immaculate (see note 3, 8 and 11)
3. Catholic Children whose home address is outside of the boundaries of the former parish of Our Blessed Lady Immaculate but within the parish boundaries of St. John XXIII, Washington and Penschaw. (see note 3, 8 and 11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children with an older sibling in school in September 2023.
8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
9. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
10. Any other children

Tie Breaker

Where there are places available for some, but not all applications within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical information System. (GIS)

In the event of distance being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. **An Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. **A looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. **A parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. St. Joseph's Catholic Primary School serves the former Parish of Our Blessed Lady Immaculate, Washington within the parish of St. John XXIII, Washington and Penshaw. A boundary map is available to view in school.

This policy should be read in conjunction with the local authority's admission guidance for parents.

St Leonard's RC Primary

St Leonard's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the parish of St Leonard's, Silksworth, Sunderland.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round. The child will be admitted where there are available places.

Parents should apply directly to the school by contacting office@stleonardsprimary.org.uk or by ringing 0191 5210300. [www.stleonardsprimary.org.uk] The Sunderland School Transfer Application Form should be used. Parents can seek advice from the Schools' Admission Team.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available request can be made for the child to be added to a waiting list. (See above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Leonard's (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places for some but not all applicants in each of the criteria distance from the centre of home address to the main entrance of the school will be the deciding factor, with priority being given to those whose address is nearest to the school entrance when measured by the shortest walking route along a recognised lit footpath. Measurements will be calculated using the Local Authority's Geographical Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's '**home address**' refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guide.

St. Mary's RC Primary

St Mary's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of Our Lady of Mercy (formerly known as the parishes of St Mary's, St Cecilia and St Patrick), Sunderland.

Published Admission Number

The governing body has set its published admission number (PAN) at 60 pupils to be admitted to the reception year in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time. Governors will meet to consider all applications after the closing date which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to St Mary's RC Primary by contacting the admissions officer via info@smrc.school www.smrc.school/index.htm. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023..

Second priority in each category will be given to children of a member of staff who has been employed at the school for two years or more, at the time at which the application for admission to the school is made (see note 11).

1. Catholic looked after and previously looked after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (see note 2)
2. Catholic children who are resident in the parish of Our Lady of Mercy (formerly known as the parishes of St Mary's, St Cecilia and St Patrick), Sunderland. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. **An Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. **A 'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the case of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. "A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted"
3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- • A religion which involves belief in more than one God, and
- • A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **A child's "home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. **A parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. A member of staff includes all school staff who are under the direct employment of the governing body of the school.

This policy should be read in conjunction with the local authority's admission guidance for parents.

St Michael's Catholic School

St. Michael's Catholic School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

The admission policy criteria will be dealt with on an equal preference basis.

Parishes served by the school

The school serves the parishes of St. Michael's, Houghton-le-Spring and the former parish of St. Mary's, Easington Lane.

Published Admission Number

The governing body has set its admission number 30 pupils to be admitted to the reception class in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs. M. Wilson, Headteacher, St. Michael's Primary School, Durham Road, Houghton-le-Spring DH5 8NF. [www.stmichaelscatholicschool.co.uk] Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Children who are baptised as Catholics or have been formally received into the Catholic Church and whose home address is within the parish boundaries of St. Michael's, Houghton-le-Spring and the former parish of St. Mary's, Easington Lane. (see note 3)
3. Children who are baptised as Catholics or have been formally received into the Catholic Church whose home address is outside of the parish boundaries of St Michael's, Houghton-le-Spring and the former parish of St. Mary's, Easington Lane.
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being

adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and

- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St. Patrick's RC Primary

St Patrick's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St Patrick's in Ryhope, Sunderland.

Published Admission Number

The governing body has set its published admission number (PAN) at 25 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be

sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following

their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the Headteacher at St Patrick's RC Primary School by contacting www.stpatricksryhope.co.uk. Parents will be advised of the outcome of their application in writing.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2023.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Patrick's, Ryhope. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith

leader. (see note 6)

7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

Measurements will be calculated using the Local Authority's Geographical Information System, (GIS)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's "**home address**" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

Town End Academy

The Trust Board of WISE Academies will be the Admission Authority for this academy. This means that a committee with delegated powers considers applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Board of Trustees, all other Admissions Authorities in the area and interested parties and parents. 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 Admission Code 2021”.

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 whereby all applications are considered at the same time, irrespective of the order of preference. Therefore all applications will be considered equally against the admission criteria. If a pupil then 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.

Reception 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 should provide supplemental evidence in support of the application where applicable. The Local Authority undertakes the co-ordination of admission arrangements.

Published Admission Number

The Published Admission Number (PAN) for this Academy is 30.

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

Admission Criteria

If the academy is oversubscribed (i.e. where the number of applications for admission exceeds the number of places available) the committee of the Trust Board of WISE Academies, as the admissions authority will apply the following criteria in the order set out below:

Children with an Education, Health and Care plan

Children who have an Education, Health and Care (EHC) plan where the academy is named as the most appropriate educational setting for the child will be admitted.

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 previously looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.

2. Siblings

Children who have a sibling attending Town End Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Exceptional medical or psychological reasons

Parents must include a medical or psychological report, prepared by a professional, to confirm information that parent includes in this section. This report should explain why only this academy could meet the child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. It will be for the committee of the Trust Board responsible for admissions to determine whether the evidence is acceptable under this criteria.

4. Feeder School

Children who attend the Nursery Class of Town End 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 mainly resides - to the main entrance of the academy (Borodin Avenue entrance) using a using geographical information system (GIS). Those living closer to the academy will receive the higher priority.

If required by the Trust Board after the closing date for applications, proof of residency will be sought in the form of a Council Tax Bill, and should be correct at the date of closing for applications . No other means of proving residency will be accepted.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the academy determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor. Measurements will be calculated using a Geographical Information System (GIS)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the academy.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the academy, to be deferred to later in the academic year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the academic year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the academy in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group. Any such request should be made in writing to the Headteacher of the academy. The committee responsible for admissions will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher who has statutory responsibility for the internal organisation, management and control of the academy, the committee will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the Reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the Local Authority should include this request. The Local Authority will liaise with the academy, and the committee responsible for deciding upon admissions will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, who has statutory responsibility for the internal organisation, management and control of the academy, the committee will take into account the views of the parents and of appropriate medical and education professionals. Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the academy office. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 31st December each year, in case any vacancies arise

Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the academy office. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list.

Late Applications

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date. Parents are therefore encouraged to ensure that their application is received on time as late applications will be considered after those that had been received by the published deadline.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the academy is oversubscribed and their child is refused a place.

Right of Appeal

Parents will have the right to an independent appeals panel if they are dissatisfied with the outcome of their admission application. Appeals will be carried out in accordance with the Admission Appeals Code. Any decision of the independent appeals panel will be binding on all parties. Appeals should be directed to The Secretary to the Trust, WISE Academies Head Office, Borodin Avenue, Sunderland SR5 4NX or governance@wiseacademies.co.uk

Home address

This must be the address where parents and child normally live and they must be living there on the closing date for receipt of application. Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. Confirmation of address will be required.

In-year Admissions

The academies is able to accept in-year admission applications directly from parents. An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

Local authorities are still required to co-ordinate admission applications in the normal admissions round. In-year applications will be determined by the academy on the basis of this policy.

Nursery Class Applications

Nursery Application Forms are available from the academy office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the academy's admission criteria by order of priority. Additional forms of identity may also be required to establish eligibility.

Important notes to parents:

Evidence of identity

If the parent is required to provide supplemental evidence to support the application (e.g. council tax bill), this evidence should be provided at the time of application. If not provided, evidence may be sought by the academy following the closing date for applications. This information must have been correct at the date of closing for applications.

False Evidence

The Trust Board reserves the right to withdraw the offer of a place where false evidence is received.

Incomplete applications

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 Trust Board will suspend the application until parents agree. This will mean that if the closing date has passed, the child will not be considered in the admission round and if all places have been allocated then the child will not be given a place and the application may be treated as a late application.

Please note that attendance at the Academy's nursery does not guarantee admission to the reception year group and a separate application for admission to the reception year group will have to be made.

This policy should be read in conjunction with the Local Authority's admission guidance for parents.

Valley Road Primary Academy

Valley Road Academy welcomes applications for admission into school from pupils of all cultures, races and backgrounds and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. Choosing a school for your child is one of the most important decisions you will make as a parent, Valley Road Academy, along with the Local Authority will support parents to understand and be successful in the admissions/transfer process.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Valley Road Academy has a published admission number (PAN of 60) per year group. The admission criteria for school is as follows:

- Cared for children that is 'children cared for' by the Local Authority in accordance with section 22 of the children's Act 1989(b). A previously cared for child, including those from outside state care in England
- A sibling link –an older brother/sister including adoptive or step-children that share the same parent/carer and live at the same address.
- Exceptional medical or psychological reasons – medical, psychological reports must be confirmed by a professional and explain why their needs will be met at Valley Road Academy.
- All other children

Two Year Olds

We currently offer morning places where available for two year olds who are eligible for the free 15 hours provision. Criteria for eligibility is available on the Together for Children website. Applications can also be made in school.

Nursery Admissions

We have a 60 place nursery; currently, we operate a morning only session. You can register your child for school nursery once they have reached their second birthday, places are allocated in the term after they are three. This is usually in the following September; however if there are available places they may be enrolled in January or after Easter. You will be sent an offer of a place letter informing you of your child's start date. If places are oversubscribed the school will work with the local authority in allocating places.

Registration forms are available from the main school reception.

Admission into Primary School

Legally children do not have to start school until the term after their 5th birthday. In Sunderland Local Authority, all children normally start together in September. If your child's 5th birthday is in the summer term it is not possible to defer entry into Reception for a full academic year; however it is possible to defer admission into Reception until the term after their 5th birthday. Parents/carers wishing to defer entry must apply using the application form for the child's normal year of entry. Further guidance regarding request for deferred entry can be accessed at www.sunderland.gov.uk/admissions-infant-junior-primary

Parents have the right to express a preference for a school of their choice. Applications must be completed as there is no guarantee of a place for any child even if your child is attending an attached nursery or has older siblings already attending school. Applications can be accessed at www.sunderland.gov.uk/admissionsonline.

Once completed forms can be returned to school, emailed to school admissions or returned to any of the Council's Customer Service Centres. The preference period lasts from October until January 15th 2023 and it is vital that preference forms are received in this time. If they are not, the School Admissions Team will consider them as 'late', which could reduce the chance of getting a place at your first-choice school. Late applications will only be considered after the ones received on time unless there is a genuine reason. Examples of this would be moving into the area, dealing with the death of a close family member or a change of circumstances for a 'cared for' child. Circumstances such as these should be explained on the application form.

An offer of a school place will be sent to parents/carers in April. The offer must be accepted and returned to the School Admissions Team, if your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

Admission into Secondary School

Children generally transfer to secondary school when they are 10/11 years old and in year 6 of primary/junior school.

As with admission to primary parents have the right to express a preference for a school of their choice. The preference period for secondary school opens in September and closes on 31st October. Late applications will only be considered after those received on time.

Applications can be accessed at www.sunderland.gov.uk/admissionsonline. If parents/carers do not have access to the internet applications will be available in paper form from school reception where they can be completed and emailed off, alternatively applications can be made at any Council Customer Service Centre. Offers of school places will be sent out on March 1st. Once an offer of a place is received you must confirm acceptance. If your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

Mid-term transfers

If parent/carer wishes their child to transfer school during the school year a transfer application form must be completed. In order that this process is quick and efficient the following steps should be taken;

- The receiving school should be contacted by parent/carer to confirm there are places in the required year group.
- Part A of the transfer application should be completed by parent/carer, part B will be completed by school and signed by Gill Jack Head of School, or Deputy Principal Becky Bowman. It is also good practice to meet with the above or Family Support Workers Carolyn Trueman and Angela Hibbert.
- Valley Road Academy will then send the completed form to the receiving school.
- If places are available schools will negotiate a start date and communicate this to school admissions. If no places are available the schools appeals process will be coordinated by the school admissions team.
- Once a child is admitted onto the school roll, their name will be added to a 'pupil admitted to school outside of normal transition period' form which is submitted to EHAAT@togetherforchildren.org.uk.
- This is in accordance with regulation 12 Education (Pupil Registration) England (Amendment) Regulations 2016

Transfer applications can be accessed from school reception, are available on the school admissions page of www.sunderland.gov.uk or from the school admissions team based at the City Hall, Sunderland SR1 3AA telephone number 0191 5611425/ 5611447

SCHOOLS/ACADEMIES STATUTORY DUTY TO ADMIT PUPILS

Regarding Academy direction the Council has the following powers of direction:

Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision

Should an applicant be unplaced but not be eligible for fair access it is expected that they are offered a place at the school for which they have applied. In circumstances where following negotiation a school/ academy refuses to admit an unplaced applicant and cannot provide sufficient rationale to support this decision the Council will seek to use its powers of direction or will seek the secretary of state to direct the school/ academy to admit.

REFUSAL TO ADMIT PUPILS WITH CHALLENGING BEHAVIOUR

The School Admissions Code includes provision for a governing body of a school which does not wish to admit an unplaced child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the local authority for access under the Fair Access Protocol. Details of this can be found on the **Together for Children website – in Year application Process**.

In addition to the refusal of an admission in a year group where there are no remaining places, Para 3.12 of The School Admissions Code, 2014 includes provision for the Governing Body of a school which does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the Council for access under the Fair Access Protocol. The Code identifies that this will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

FAIR ACCESS PROTOCOL

Each Council must have a Fair Access Protocol agreed with the majority of schools in the area. This includes Community, Voluntary Aided, Voluntary Controlled, Foundation Schools, Free Schools and Academies. The Protocol aims to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

The operation of the local Fair Access Protocol is outside the arrangements of the co-ordinated admissions scheme and is triggered when the parent/carer of an eligible child has not secured a school place under the In-Year Admissions procedures. Unlike In-Year Admissions, there is no duty for the Council or Admissions Authorities to comply with parent/carer preference; however, in certain circumstances the wishes of the parent/carers may be taken into account. When allocating places through the Fair Access Protocol, Sunderland's Fair Access Panel will allocate places based on a rota system across agreed cluster areas.

HARD TO PLACE CHILDREN:

Sometimes children can find themselves without a school place during the course of the year, for example, because their personal circumstances are such that they have had to move home; or are looked after children; or they have been permanently excluded from their school. In some cases these children may also exhibit challenging behaviour.

There is often a balance to be struck between finding a place quickly, perhaps in an undersubscribed school or one facing challenging circumstances, and finding a place which is appropriate for the child. It is also recognised that no school should be requested to take an excessive or unreasonable number of pupils who have been excluded from other schools or are otherwise 'hard to place'.

While the Fair Access Protocol is a means of securing places for hard to place children it does not mean that an application from a hard to place child should automatically be referred to the Fair Access

Protocol. A parent/carer can still apply for a place at any school as an in-year admission and is entitled to an appeal if they are not offered that place.

The School Admissions Code states the list of children to be included in a Fair Access Protocol is to be agreed by the majority of schools in the area. For a pupil to be eligible to be considered under Fair Access protocols school must demonstrate that a pupil can be identified once as a minimum from each of the lists of children identified below:

- Children from the criminal justice system or Pupil Referral Unit who need to be reintegrated into mainstream education
- Children who have been out of education for two months or more,
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
- Children who are homeless

MANAGED MOVES

All schools in Sunderland have made a significant effort to avoid permanent exclusion, a strategy now seen as a response to extreme circumstances. However there are occasions where after lengthy and concerted efforts it is clear that it is not in the pupil's or school's best interest to continue with the placement but mainstream education is nevertheless appropriate. In these circumstances one of the strategies that could be considered is a managed move. It must be recognised that this is not a means of avoiding permanent exclusion as in the most severe and persistent cases the problems often recur in the receiving school.

A managed move is a managed transfer, over a period of time, of a child from one school to another. A managed move consists of a formal agreement between the child's parent/carer, the head teachers of both the referring (home) school (School A) and the receiving school (School B). A managed move provides a child with the opportunity of a 'fresh start' in another school and is a means of positively re-engaging the pupil in education.

Generally, a pupil should not participate in more than two managed moves in one academic year.

PRINCIPLES OF A MANAGED MOVE

It is seen to be in the best interest of those pupils who are experiencing difficulties, which could appear to be leading towards permanent exclusion. When the full range of pastoral support strategies (including a pastoral support programme) have been resourced and tried but have failed to reach the young person.

When a 'new start' at another school is seen positively by all concerned and has not been used as a threat or punishment by either the school, or the parent/carers. This is a possible, negotiated strategy, not an imposition. It aims to keep pupils included who might otherwise become further disaffected.

The understanding being that this is not normally a '1 for 1' exchange arrangement between schools.

Although there may be times when this does occur, (if it does, the ultimate destinations of the two children are not connected). What is more important is that the needs of the young people concerned are being met and their best interests are being served.

A managed move is a voluntary arrangement and no pressure must be put on to a Headteacher or a parent/carer if either feels that the move would not be in the child's best interests.

CRITERIA FOR A MANAGED MOVE:

- A pupil with an otherwise good record has committed an offence that might lead to permanent exclusion, but the school feels the pupil would benefit from another chance.
- There has been an irrevocable breakdown of relationships between a pupil and staff, as a consequence of significantly challenging behaviours displayed.
- There has been an irrevocable breakdown of relationships between a pupil and his or her peers, as a consequence of significantly challenging behaviours displayed
- A pupil with a record of inappropriate and disruptive behaviour or poor attendance, as a consequence of inappropriate and disruptive behaviour applies for an in-year transfer.
- There has been an irrevocable breakdown in relationships between the pupil and staff or peers resulting in a pupil's low or non-attendance.
- Where a managed move is proposed to resolve an attendance issue the school must demonstrate that the pupil in question has been referred to the Early Help - Attendance Service at Together for Children. The managed move must be endorsed by the Council's Attendance Manager, where it is anticipated the move may resolve the existing barriers to attendance.
- The above list is not intended to be a complete list of scenarios and there may be other occasions where a Managed Move is considered appropriate

Appeals Process

Please note that this does not apply to children with an Education, Health and Care Plan or a Statement of SEN. Appeals for these children are dealt with by the SEN & Disability Tribunal.

25. If my child is not offered a place at any of my preferred schools/Academies, can I appeal?

Yes – If your child is not offered a place at any of your preferred schools/Academies, you have the right to appeal against this decision to an independent appeal panel.

26. How do I do this?

If it has not been possible to offer a place at your preferred Community or Voluntary Controlled school(s), information would have been included with your letter from the School Admissions Team. If you wish to appeal against this decision you would need to request a form from the School Admissions Team. You will then need to complete the form, outlining your reasons, and return it to the Clerk to the School Admissions Panel of the City Council.

If your preferred school(s) is a Voluntary Aided school/Academy, your letter from the School Admissions Team would have explained that you need to contact the school or Academy directly to obtain information about the appeal process.

27. What happens next?

Appeal hearings are usually held between June and July but may still be held up to and during the summer holidays. You should complete and return your appeal form as soon as possible, so that an appeal hearing can be arranged.

You will be notified of the date of the appeal hearing at least 2 weeks prior to that date.

A week before the hearing is due to take place, you will receive a copy of the LA's statement of case. This will explain why it was not possible to offer your child a place at the school and the implications of more children being admitted above the admission number.

If you are appealing for a place in an Aided school or Academy, you will receive a copy of the statement of case for the school or Academy.

28. What happens at the appeal hearing?

The appeal hearings for all Community and Voluntary Controlled schools and most Aided schools and Academies are normally held in the City Hall and you will be invited to attend. Although there is a process to follow for the appeal hearing, the panel members do try to keep the meeting as informal as possible. It is possible to bring along a friend to support you.

The panel members are trained volunteers and are completely independent of Together for Children, the City Council and schools.

As the decision that is made by the panel members is final, it is very important that you take this opportunity to put forward your reasons for wanting a place in this school/Academy.

The panel will consider the LA/school/Academy's case against your reasons and make a decision. You will be notified of the panel's decision in writing within five working days of the hearing.

29. My appeal will be considered under the 'class-size regulation', what does that mean?

If you have been refused a place at a school, it will be explained in the refusal letter and the statement of case for the appeal, if it will be considered as a 'class-size' appeal.

This means that the appeals panel must consider the implication of admitting another child to a class that already has 30 pupils in Reception, Y1 or Y2. There are only certain circumstances in which an appeal panel can uphold (agree) a 'class-size' appeal. They are as follows:

- i) The admission of additional children would not breach the infant class size; or
- ii) The admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- iii) The decision to refuse admission was not one, which a reasonable admission authority would have made in the circumstances of the case.

30. What if my appeal is successful?

If your appeal is upheld (successful) then you have secured a place in the school/Academy for your child. Your child's details will be forwarded to the school/Academy and they will be included in any visits, etc.

If you have accepted a place in any other school/Academy (e.g. second or third preference school), then the offer of this place will be cancelled. Your child's name will be removed from this school's/Academy's list.

31. What if my appeal is unsuccessful?

If your appeal is dismissed (unsuccessful), this decision is final. Your child will remain on the waiting list in case any vacancies arise.

It is only possible to have one appeal for the same school/Academy within the same year group, unless there is a significant change in circumstances.

The School Admissions Team will continue to encourage you to consider other schools/Academies for your child, while still remaining on the waiting list for your preferred school/Academy.

32. What can I do if I'm unhappy about the Panel's Decision?

There is no further appeal. The letter that you receive explaining the decision of the Appeal Panel will inform you about the limited options that are available.

There is no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but has a limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of an admission appeals panel in respect of Community Schools. Currently the Education and Skills Funding Agency (ESFA) are appointed to investigate complaints about Academy Independent Admission Appeal Panels on behalf of the Secretary of State. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than complaints where you simply feel that the wrong decision has been made.

General school related issues

33. My child has got a place in a school/Academy, what happens next?

Once you have been offered and accepted a place in a school/Academy, you will receive no further correspondence from the School Admissions Team. You will receive information from the school/Academy about visits, uniform, etc. This will happen during the summer term. Your child will be invited to attend the school/Academy for a visit and you will receive information about start and finish times, term dates, etc.

34. Will I be able to get any help towards the cost of the uniform?

Provision of a grant towards the cost of a school uniform is no longer available from Sunderland City Council or Together for Children. School governing bodies now determine the uniform policy of each individual school.

35. I am on a low income, will I be able to get help towards the cost of school dinners?

All children attending Key Stage 1 (reception, year 1 or year 2) of a primary or infant school receive a free school lunch.

Parents wishing to access free school meals for children attending year three of primary and junior school and upwards are required to receive any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after Tax and not including any benefits you get).

If your child is eligible for and receiving free school meals, at any time before 31 March 2022, they'll remain eligible until this date.

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Please apply if you get any of these benefits - your child's school can also get extra funding if you do. Free school meals are only available to school aged children (Reception onwards).

Children who get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time nursery education may also be able to get free school meals.

Change in free school meal guidance for households with no recourse to public funds (NRPF)

The following groups may be entitled, subject to maximum income thresholds

Zambrano carers

Families who have no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights

Families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction

A subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999

Chen carers

Families holding a BN(O) passport

Spousal visa holders

Work visa holders

Student visa holders

Those with no immigration status

The maximum income threshold differs based on the number of children that your family has.

Income thresholds

Annual household income thresholds for families able to work are:

£22,700 for families with 1 child

£26,300 for families with 2 or more children

Please contact the free School Meals team for a self-declaration form, which should be signed and submitted with evidence of earnings or financial support.

or more information on Free School Meals entitlement please contact Together for Children.
Tel: 0191 561 1417 or email: freeschoolmeals@togetherforchildren.org.uk

36. I am on a low income, will I qualify for any help towards the cost of my child travelling to school?

If you qualify for free school meals (see previous page) or are in receipt of the highest level of Working Tax Credit, your child will be provided with free home to school transport if the school they attend is the nearest to their ordinary place of residence; and that school is more than 2 miles.

If you think that your child would qualify, please contact the School Transport Team on (0191) 561 2284 for more information.

37. I would like my child to attend a school on the grounds of my religion or belief. Would I be entitled to any help towards the cost?

If you qualify for free school meals (see previous page) or are in receipt of the highest level of Working Tax Credit, your child will be provided with free home to school transport if the school they attend is their nearest suitable school preferred on the grounds of religion or belief where their home address is more than 2 miles from that school.

The statutory duty of the Local Authority is outlined above for those children from low income families.

If you think that your child would qualify, please contact the School Transport Team on 0191 561 2284 for more information.

38. My child uses the bus to get to school, do they need a bus pass?

If your child uses a bus or the metro to get to and from school, it is advisable that they have a bus pass which shows that they only pay the concessionary child fare. If your child lives within Tyne & Wear, you should contact NEXUS for more information on (0191) 202 0747 or www.nexus.org.uk

39. What is the Local Authority's Fair Access Protocol?

The School Admissions Code requires each Local Authority to agree and operate a Fair Access Protocol. This is a local agreement amongst all schools and academies and operates outside the normal admission rounds. The aim is to ensure that children without school places and in particular vulnerable children, children with challenging behaviour or those who have been permanently excluded and children who have been out of school for considerable periods of time are offered a place at a suitable school as quickly as possible. In certain circumstances, the Protocol allows a child to be admitted to a school even if the year group is already full.

40. What happens with in-year (casual) admissions?

From 5 October 2015, the process for transfers changed. Any parents/carers wishing to transfer their children between primary schools within Sunderland must apply directly to their chosen

school. **As Academy 360 and Christ's College (formerly Grindon Hall Christian School) are all age schools, i.e. have both primary and secondary aged pupils, the School Admissions Team will still process these applications. As a consequence, all applications for these schools must be returned to the School Admissions Team for processing.**

An application must still be completed by parent/carer in order to apply to transfer schools. Application forms are available from schools, any of the Council's Customer Service Centres and from the Council's website <http://www.sunderland.gov.uk/school-transfer>

This application **must only** be completed for places at Sunderland schools.

Parents/carers must complete Section A of the application form. If the pupil is currently attending a Sunderland school, the Headteacher of their current school **must** complete Section B of the application form. This means that schools will always be aware of any transfer requests. The application will not be processed unless this has happened.

The full application form must then be forwarded to the school that parent/carer would like their child to transfer to for consideration. If it is possible to offer a place, parent/carer will be informed by the school and an admission date will be arranged.

Parents/carers will be informed in writing if it is not possible to offer a place and the reason for this. Parents/carers have the right to appeal any decision not to offer a place at the chosen school. If the application is for a community or voluntary controlled school, the letter will be sent by the School Admissions Team. If it is for an Aided school or Academy, the letter will come directly from the school on behalf of the Governing Body/Trust Board.

If it not possible to offer a place, because the year group is full, the child will be placed on a waiting list for the remainder of the academic year.

The pupil will also be placed on a waiting list in case a vacancy arises.

The application and waiting list is only valid for that academic year

Infant/Junior/Primary School place allocations for Sept 2022

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Final Distance (miles)	EHCP	Total places allocated
Albany Village Primary	53	30	2	8	-	0	20	1.366	0	30
Barmston Village Primary	34	30	1	19	-	0	10	0.951	0	30
Barnes Junior	95	90	1	15	63	0	4	1.14	0	83
Bernard Gilpin Primary	105	60	1	19	-	0	40	3.931	0	60
Biddick Primary	66	45	0	10	-	0	24	3.231	1	34
Blackfell Primary	30	30	1	8	-	0	10	2.675	0	19
Broadway Junior	75	60	2	12	49	0	4	2.156	0	67
Castletown Primary	60	60	0	16	-	0	38	1.779	0	54
Dame Dorothy Primary	33	30	0	7	-	0	17	3.401	0	24
Easington Lane Primary	40	45	0	14	-	0	16	0.846	0	30
East Rainton Primary	24	20	0	6	-	0	11	7.383	0	17
Fulwell Junior	83	90	2	21	57	0	0	8.276	1	81
Grange Park Primary	47	30	0	8	-	0	19	2.626	0	27
Grangetown Primary	41	45	0	11	-	0	15	3.061	1	27
Grindon Infant	70	60	2	13	-	0	32	1.979	1	48
Hetton Primary	53	30	0	7	-	0	16	2.354	4	23
Hudson Road Primary	54	40	1	19	-	0	26	1.096	0	46
Hylton Castle Primary	52	30	0	15	-	0	15	0.521	0	30
Lambton Primary	45	30	0	9	-	0	13	2.877	0	22
Marlborough Primary	28	30	1	7	-	0	13	0.716	0	21

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Final Distance (miles)	EHCP	Total places allocated
Mill Hill Primary	92	60	0	25	-	0	24	5.647	0	59
Richard Avenue Primary	71	60	0	21	-	0	28	2.517	0	49
Rickleton Primary	72	60	1	18	-	0	27	4.393	0	46
Ryhope Junior	44	60	2	7	30	0	0	3.357	0	39
Seaburn Dene Primary	67	30	0	7	-	0	21	2.742	0	28
Shiney Row Primary	38	45	0	9	-	0	20	1.207	0	29
Southwick Primary	43	45	1	12	-	0	22	1.769	0	36
Springwell Village Primary	26	30	0	11	-	0	13	0.658	0	24
St Paul's CE Controlled Primary	72	45	0	9	-	0	34	5.167	0	43
Thorney Close Primary	42	40	0	11	-	0	22	1.522	1	34
Usworth Colliery Primary	70	60	0	18	-	0	23	1.545	1	42
Wessington Primary	39	30	2	15	-	0	11	1.33	2	30
Willow Wood Primary	47	30	0	13	-	0	17	2.093	0	30

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

Please note that the final distance measurement relates to the final place offered on 19 April 2022.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2022.

Aided Primary & Free School & Academy place allocations for September 2021

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
Academy 360	56	60	1	24	0	16	-	-	-	-	-	-	0.571	0	41
Barnes Infant Academy	148	90	2	36	37	0	15	-	-	-	-	-	0.958	0	90
Barnwell Primary Academy	65	30	2	12	0	0	16	-	-	-	-	-	0.779	0	30
Benedict Biscop CE Academy	92	45	2	0	16	18	9	-	-	-	-	-	2.285	0	45
Bexhill Academy	59	60	2	12	0	16	8	-	-	-	-	-	0.74	0	38
Burnside Academy	34	30	0	3	0	9	-	-	-	-	-	-	3.079	0	12
Christ's College	73	66	0	0	18	0	34	-	-	-	-	-	3.652	0	52
Diamond Hall Infant Academy	108	90	2	21	25	10	21	-	-	-	-	-	2.575	0	79
Diamond Hall Junior Academy	82	80	2	72	0	0	0	-	-	-	-	-	0.325	0	74
Dubmire Academy	63	60	3	16	0	0	23	-	-	-	-	-	1.803	0	42
East Herrington Academy	102	60	0	17	23	14	-	-	-	-	-	-	1.983	1	55
English Martyrs' RC Primary	56	30	0	8	7	1	0	6	0	8	-	-	0.288	0	30
Eppleton Academy	51	30	3	8	0	18	-	-	-	-	-	-	1.501	0	29
Farringdon Academy	54	60	0	24	0	15	-	-	-	-	-	-	0.722	0	39
Fatfield Academy	47	30	1	11	0	15	-	-	-	-	-	-	2.072	0	27
Fulwell Infant Academy	144	90	1	85	0	2	-	-	-	-	-	-	0.554	2	90

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
George Washington Primary	98	60	2	14	0	44	-	-	-	-	-	-	3.185	1	60
Gillas Lane Academy	29	30	1	4	0	6	-	-	-	-	-	-	0.752	0	11
Hasting Hill Academy	40	30	0	12	0	15	-	-	-	-	-	-	2.105	0	27
Hetton Lyons Primary	94	60	2	24	0	34	-	-	-	-	-	-	2.282	0	60
Highfield Academy	55	60	1	18	0	25	-	-	-	-	-	-	1.399	0	44
Hill View Infant Academy	154	120	2	29	56	24	-	-	-	-	-	-	2.545	0	111
Hill View Junior Academy	125	120	4	20	85	0	-	-	-	-	-	-	1.782	0	109
Holley Park Academy	62	35	0	23	0	19	-	-	-	-	-	-	0.456	0	42
John F Kennedy Primary	98	60	1	31	0	28	-	-	-	-	-	-	1.436	0	60
Newbottle Primary Academy	107	60	1	22	0	0	37	-	-	-	-	-	1.69	0	60
New Penshaw Academy	34	30	2	5	0	9	-	-	-	-	-	-	1.212	0	16
New Silksworth Academy Infant	68	70	0	19	0	29	-	-	-	-	-	-	5.024	0	48
New Silksworth Academy Junior	45	70	0	42	0	0	-	-	-	-	-	-	5.036	0	42
Northern Saints CE Primary	100	90	0	41	0	45	-	-	-	-	-	-	3.13	2	88
Our Lady Queen of Peace RC Primary	78	45	0	25	1	7	0	0	4	8	-	-	1.272	0	45
Oxclose Primary Academy	47	30	0	8	0	14	-	-	-	-	-	-	14.029	1	23
Plains Farm Academy	22	30	0	7	0	10	-	-	-	-	-	-	2.007	0	17

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
Redby Primary Academy	61	60	0	15	0	23	-	-	-	-	-	-	2.312	0	38
Ryhope Infant Academy	55	60	0	8	15	1	11	-	-	-	-	-	0.746	0	35
South Hylton Primary Academy	60	45	1	19	0	21	-	-	-	-	-	-	1.75	0	41
St Anne's RC Primary	83	30	0	22	2	0	0	6	0	0	-	-	2.105	0	30
St Bede's RC Primary	52	30	1	24	2	1	0	0	0	1	0	1	0.566	0	30
St Benet's RC Primary	55	45	0	25	4	0	5	0	0	-	-	-	0.696	0	42
St Cuthbert's RC Primary	87	30	0	24	6	0	0	0	-	-	-	-	0.645	0	30
St John Bosco RC Primary	41	30	0	10	4	0	0	4	0	12	-	-	1.325	0	30
St John Boste RC Primary	45	30	0	3	2	0	0	4	0	0	4	-	2.494	0	13
St Joseph's RC Primary Sunderland	90	30	0	30	0	0	0	0	0	0	-	-	1.304	0	30
St Joseph's RC Primary Washington	60	30	0	22	8	0	0	0	0	0	0	0	1.328	0	30
St Leonard's RC Primary	36	30											0.351	0	14
St Mary's RC Primary	125	60	1	31	28	0	0	0	0	0	-	-	2.745	0	60
St Michael's RC Primary	66	30	0	26	2	0	1	1	0	0	-	-	0.122	0	30
St Patrick's RC Primary	34	25											0.763	0	16
Town End Academy	49	30	1	8	0	12	8	-	-	-	-	-	1.29	0	29
Valley Road Academy	58	60	1	19	0	26	-	-	-	-	-	-	1.428	0	46

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

Please note that the final distance measurement relates to the final place offered on 16 April 2021.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2021.

Please note that the admission criteria for September 2022 may be different to the admission criteria for September 2021 for some schools, therefore this is only offered as a guide to show whether schools were oversubscribed. If the governing body of a school was able to offer places for all applications, it was not necessary to consider them against the admission criteria. Therefore figures have not been included for these schools.

Primary School Admission Appeals – September 2022

School	Number of appeals lodged by parents	Number of appeals heard	Number of successful appeals	Number of appeals dismissed	Number of appeals outstanding	Number of appeals withdrawn
Albany Village	1	0	0	0	0	1
Benedict Biscop	2	2	0	2	0	0
Broadway Junior	3	0	0	0	0	3
Diamond Hall Infant	1	0	0	0	0	1
Fulwell Infant	5	3	1	2	0	2
Hetton Lyons	4	2	0	2	0	2
Hylton Castle	1	0	0	0	0	1
Newbottle	2	0	0	0	0	2
St Anne's	2	2	0	2	0	0
St Bede's	1	0	0	0	1	0
St Cuthbert's	4	3	0	3	0	1
St Joseph's (Sunderland)	4	4	0	4	0	0
St Mary's	1	0	0	0	0	1
St Michael's	3	2	0	2	1	0
Town End	1	1	0	1	0	0
Wessington	1	0	0	0	0	1

Infant/Junior/Primary School place allocations for Sept 2021

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Final Distance (miles)	EHCP	Total places allocated
Albany Village Primary	43	30	2	-	9	0	6	0.942	0	17
Barmston Village Primary	30	30	1	-	7	0	18	1.032	1	27
Barnes Junior	112	90	0	84	0	0	2	6.258	0	86
Bernard Gilpin Primary	90	60	1	-	17	0	42	3.082	0	60
Biddick Primary	70	45	2	-	15	0	19	2.532	1	36
Blackfell Primary	31	30	0	-	6	0	13	2.139	0	19
Broadway Junior	69	60	1	54	0	0	5	0.828	0	60
Castletown Primary	49	60	1	-	12	0	22	1.434	1	36
Dame Dorothy Primary	32	30	0	-	7	0	12	1.728	0	19
Easington Lane Primary	44	45	1	-	11	0	20	1.024	0	32
East Rainton Primary	20	20	0	-	2	0	9	6.783	0	11
Fulwell Junior	87	90	0	85	0	0	1	6.122	0	86
Grange Park Primary	37	30	0	-	15	0	14	1.399	0	29
Grangetown Primary	37	45	0	-	8	0	17	0.687	0	25
Grindon Infant	80	60	0	-	8	0	42	2.714	1	51
Hetton Primary	45	20	0	-	6	0	9	1.055	1	16
Hudson Road Primary	35	40	0	-	16	0	14	2.918	0	30
Hylton Castle Primary	62	30	0	-	11	0	19	0.369	0	30
Lambton Primary	58	30	0	-	9	0	16	2.181	1	26
Marlborough Primary	25	30	2	-	10	0	7	3.837	0	19

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Final Distance (miles)	EHCP	Total places allocated
Mill Hill Primary	119	60	1	-	25	0	34	1.06	0	60
Richard Avenue Primary	79	60	0	-	25	0	30	1.261	0	55
Rickleton Primary	84	60	5	-	21	0	32	7.486	0	58
Ryhope Junior	56	60	1	49	0	0	3	8.269	1	54
Seaburn Dene Primary	59	30	1	-	6	0	16	3.594	0	23
Shiney Row Primary	53	45	0	-	24	0	13	0.826	0	37
Southwick Primary	54	45	1	-	20	0	24	2.403	0	45
Springwell Village Primary	36	30	1	-	9	0	16	1.989	0	26
St Paul's CE Controlled Primary	78	45	3	-	13	0	29	0.653	0	45
Thorney Close Primary	46	40	1	-	14	0	19	1.182	0	34
Usworth Colliery Primary	70	60	0	-	17	0	24	1.738	1	42
Wessington Primary	55	30	0	-	13	0	17	0.937	0	30
Willow Fields Primary	30	30	0	-	12	0	13	1.258	1	26

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

Please note that the final distance measurement relates to the final place offered on 16 April 2021.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2021.

Aided Primary & Free School & Academy place allocations for September 2021

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
Academy 360	56	60	1	24	0	16	-	-	-	-	-	-	0.571	0	41
Barnes Infant Academy	148	90	2	36	37	0	15	-	-	-	-	-	0.958	0	90
Barnwell Primary Academy	65	30	2	12	0	0	16	-	-	-	-	-	0.779	0	30
Benedict Biscop CE Academy	92	45	2	0	16	18	9	-	-	-	-	-	2.285	0	45
Bexhill Academy	59	60	2	12	0	16	8	-	-	-	-	-	0.74	0	38
Burnside Academy	34	30	0	3	0	9	-	-	-	-	-	-	3.079	0	12
Christ's College	73	66	0	0	18	0	34	-	-	-	-	-	3.652	0	52
Diamond Hall Infant Academy	108	90	2	21	25	10	21	-	-	-	-	-	2.575	0	79
Diamond Hall Junior Academy	82	80	2	72	0	0	0	-	-	-	-	-	0.325	0	74
Dubmire Academy	63	60	3	16	0	0	23	-	-	-	-	-	1.803	0	42
East Herrington Academy	102	60	0	17	23	14	-	-	-	-	-	-	1.983	1	55
English Martyrs' RC Primary	56	30	0	8	7	1	0	6	0	8	-	-	0.288	0	30
Eppleton Academy	51	30	3	8	0	18	-	-	-	-	-	-	1.501	0	29
Farringdon Academy	54	60	0	24	0	15	-	-	-	-	-	-	0.722	0	39
Fatfield Academy	47	30	1	11	0	15	-	-	-	-	-	-	2.072	0	27
Fulwell Infant Academy	144	90	1	85	0	2	-	-	-	-	-	-	0.554	2	90

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
George Washington Primary	98	60	2	14	0	44	-	-	-	-	-	-	3.185	1	60
Gillas Lane Academy	29	30	1	4	0	6	-	-	-	-	-	-	0.752	0	11
Hasting Hill Academy	40	30	0	12	0	15	-	-	-	-	-	-	2.105	0	27
Hetton Lyons Primary	94	60	2	24	0	34	-	-	-	-	-	-	2.282	0	60
Highfield Academy	55	60	1	18	0	25	-	-	-	-	-	-	1.399	0	44
Hill View Infant Academy	154	120	2	29	56	24	-	-	-	-	-	-	2.545	0	111
Hill View Junior Academy	125	120	4	20	85	0	-	-	-	-	-	-	1.782	0	109
Holley Park Academy	62	35	0	23	0	19	-	-	-	-	-	-	0.456	0	42
John F Kennedy Primary	98	60	1	31	0	28	-	-	-	-	-	-	1.436	0	60
Newbottle Primary Academy	107	60	1	22	0	0	37	-	-	-	-	-	1.69	0	60
New Penshaw Academy	34	30	2	5	0	9	-	-	-	-	-	-	1.212	0	16
New Silksworth Academy Infant	68	70	0	19	0	29	-	-	-	-	-	-	5.024	0	48
New Silksworth Academy Junior	45	70	0	42	0	0	-	-	-	-	-	-	5.036	0	42
Northern Saints CE Primary	100	90	0	41	0	45	-	-	-	-	-	-	3.13	2	88
Our Lady Queen of Peace RC Primary	78	45	0	25	1	7	0	0	4	8	-	-	1.272	0	45
Oxclose Primary Academy	47	30	0	8	0	14	-	-	-	-	-	-	14.029	1	23
Plains Farm Academy	22	30	0	7	0	10	-	-	-	-	-	-	2.007	0	17

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Cat 10	Final distance (Miles)	EHCP	Total places allocated
Redby Primary Academy	61	60	0	15	0	23	-	-	-	-	-	-	2.312	0	38
Ryhope Infant Academy	55	60	0	8	15	1	11	-	-	-	-	-	0.746	0	35
South Hylton Primary Academy	60	45	1	19	0	21	-	-	-	-	-	-	1.75	0	41
St Anne's RC Primary	83	30	0	22	2	0	0	6	0	0	-	-	2.105	0	30
St Bede's RC Primary	52	30	1	24	2	1	0	0	0	1	0	1	0.566	0	30
St Benet's RC Primary	55	45	0	25	4	0	5	0	0	-	-	-	0.696	0	42
St Cuthbert's RC Primary	87	30	0	24	6	0	0	0	-	-	-	-	0.645	0	30
St John Bosco RC Primary	41	30	0	10	4	0	0	4	0	12	-	-	1.325	0	30
St John Boste RC Primary	45	30	0	3	2	0	0	4	0	0	4	-	2.494	0	13
St Joseph's RC Primary Sunderland	90	30	0	30	0	0	0	0	0	0	-	-	1.304	0	30
St Joseph's RC Primary Washington	60	30	0	22	8	0	0	0	0	0	0	0	1.328	0	30
St Leonard's RC Primary	36	30											0.351	0	14
St Mary's RC Primary	125	60	1	31	28	0	0	0	0	0	-	-	2.745	0	60
St Michael's RC Primary	66	30	0	26	2	0	1	1	0	0	-	-	0.122	0	30
St Patrick's RC Primary	34	25											0.763	0	16
Town End Academy	49	30	1	8	0	12	8	-	-	-	-	-	1.29	0	29
Valley Road Academy	58	60	1	19	0	26	-	-	-	-	-	-	1.428	0	46

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

Please note that the final distance measurement relates to the final place offered on 16 April 2021.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2021.

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Primary School Admission Appeals – September 2021

School	Number of appeals lodged by parents	Number of appeals heard	Number of successful appeals	Number of appeals dismissed	Number of appeals outstanding	Number of appeals withdrawn
Barnes Infant	2	2	0	2	0	0
Benedict Biscop	2	1	0	1	1	0
English Martyrs' RC	2	2	1	1	0	0
Fulwell Infant	3	1	0	1	0	2
Holley Park	7	7	7	0	0	0
Hylton Castle	3	3	0	3	0	0
Mill Hill	7	5	0	5	0	2
Our Lady Queen of Peace RC	1	0	0	0	0	1
St Anne's	2	2	0	2	0	0
St Cuthbert's	4	2	1	1	0	2
St Joseph's (Sunderland)	8	6	0	6	0	2
St Joseph's (Washington)	4	3	0	3	0	1
St Mary's	4	2	1	1	0	2
St Michael's	3	3	1	2	0	0
St Paul's	4	3	0	3	0	1
Wessington	3	3	0	3	0	0

