



**Admissions Policy**

**2021 – 2022**

**Enquire Learning Trust**  
**Ever Curious, Always Learning**

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### Version History

Date	Author	Version	Comment
7/11/19	Sara Gartshore		Consultation on Buckingham PAN
Nov 2019	Sara Gartshore		References to SEN statements removed and updated with EHCP reference.
Jan 2020	Sara Gartshore		Updates as per LA advice on: <ul style="list-style-type: none"> <li>• LAC outside England – page 7</li> <li>• Correct definition re staff at academy – page 4</li> <li>• Deferred entry or below compulsory school age – page 9</li> </ul>

## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreements and Articles of Association.

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**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

**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 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.

### Rules for siblings

Included in this factor are step siblings and half siblings living at the same address and who will be attending the academy at the expected time of admission.

### Rules for Residence

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

### Children of staff at the Academy

Either

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or

b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

### Distance

For all Tameside Academies distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

For all Lincolnshire academies distance will be measured as a straight line calculated electronically to three figures after the decimal point by Lincolnshire County Council school admissions team from the Post Office address of the home to the Post Office address point of the school.

For all North East Lincolnshire, North Yorkshire, Middlesbrough and Stockton On Tees academies distance will be measured by a straight line from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authorities

computerized measuring system, with those living closer to the academy receiving the higher priority.

For all Hull County Council academies distance will be measured by the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

#### **4. 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). This may be an electronic form. You can use this form to express your preference for a minimum of 3 state-funded schools (6 choices in Tameside Local Authority), in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

#### **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling.

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 headteacher'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 6. 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.

## 6. Allocation of places

### 6.1 Admission number

<b>North Yorkshire</b>	
Roseberry Primary Academy	30 *PAN is 30 for EYFS and 21 for Y3
Stokelsey Primary Academy	45
East Whitby Primary Academy	45
Stakesby Primary Academy	30
<b>Stockton on Tees</b>	
Hardwick Green Primary Academy	<b>60</b>
Yarm Primary	<b>60</b>
Harrow Gate Primary Academy	<b>60</b>
<b>Middlesbrough</b>	
Rose Wood Primary Academy	<b>50</b>
Easterside Primary Academy	<b>45</b>
<b>Hull Council</b>	
Buckingham Primary Academy	<b>30</b>
Southcoates Primary Academy	<b>60</b>
<b>North East Lincolnshire</b>	
Eastfield Primary Academy	<b>30</b>
Middlethorpe Primary Academy	<b>30</b>
Laceby Acres Primary Academy	<b>30</b>
Humberston Cloverfields Primary Academy	<b>45</b>
Elliston Primary Academy	<b>45</b>
Welholme Primary Academy	<b>90</b>
Enfield Primary Academy	<b>25</b>
Springfield Primary Academy	<b>45</b>
<b>Lincolnshire</b>	
Keelby Primary Academy	<b>30</b>
<b>Tameside</b>	
Manchester Road Primary	<b>60</b>
Linden Road Primary Academy	<b>30</b>

Moorside Primary Academy	<b>60</b>
Godley Primary Academy	<b>30</b>
Flowery Field Primary School	<b>90</b>
Oakfield Primary Academy	<b>30</b>
Dowson Primary Academy	<b>60</b>
Bradley Green Primary Academy	<b>30</b>
Endeavour Primary Academy	<b>45</b>

## 6.2 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 below, in order until all places are filled.

1. *Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order. This includes children in these situations outside of England.*
2. *Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.*
3. *Pupils whose main residence is within the catchment area. Parents can view each academy catchment area through their local authority website. NB; criterion 3 is not applicable in full to Lincolnshire or Tameside academies because they do not have catchment areas.*
4. *Priority will next be given to children of staff at the academy, in either of the following circumstances:*
  - a) *The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or*
  - b) *The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*
5. *Distance*

*For all Tameside Academies distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.*

*For all Lincolnshire academies distance will be measured as a straight line calculated electronically to three figures after the decimal point by Lincolnshire County Council school admissions team from the Post Office address of the home to the Post Office address point of the school.*

*For all North East Lincolnshire, North Yorkshire, Middlesbrough and Stockton On Tees academies distance will be measure by a straight line from the from door of the child's home address (including flats) to the main entrance of the academy, using the local authorities computerized measuring system, with those living closer to the academy receiving the higher priority.*

*For all Hull County Council academies distance will be measured by the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.*

*The Enquire Learning Trust and its academies work within all Local Authority Fair Access Protocols.*

### **6. 3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured as outlined above in criterion 5. 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.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

## **7. In-year admissions**

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

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

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 section 6.2 of 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 your local authority as listed in section 4 of this policy.



## 8. Deferred entry or admission below compulsory school age.

Where a place has been offered and accepted:

- a) Your child is entitled to a full-time place in the September following their fourth birthday;
- b) You can defer the date your child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made;
- c) Parents can also request that their child may attend part-time until later in the school year until the child reaches compulsory school age.

## 9. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[admissions@eltacademy.org](mailto:admissions@eltacademy.org)

or

18 Appleton Court  
Wakefield  
WF2 7AR

You can find details of school appeals timetables on Local Authority websites.