

Admission to Primary Schools

(including Infant & Junior Schools)

Information for Parents 2018/2019

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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 or a Statement of Special Educational Needs, the Statement 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.

There are transitional arrangements in place so that those children or young people with statements will be transferred to a new Education, Health and Care Plan between 1 September 2014 and April 2018. This will generally be undertaken at the end of a Key Stage or during a phased transfer to another school or setting.

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 Parent Partnership Officer, 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 a Statement of Special Educational Needs or 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 Parent Partnership Officer, 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 8).

The information provided was correct at the time of publication, but there may be changes affecting arrangements before and during the 2018/2019 school year.

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

Sunderland City Council Customer Services

Tel: 0191 520 5553

Email: enquiries@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.

Data Protection Act 1998

The information you have given us will be used to manage the allocation of your child's school place as fairly and efficiently as we can. We will use this information mainly to allocate school places but where the law requires us to, we may need to share your information (or anonymous statistics obtained from it) with other local authorities with whom the child may become associated, the Department for Education and other officers in Sunderland City Council.

Occasionally it may be helpful to you, your child or the Council to voluntarily share the information you have given us. If this happens, we will make sure to ask permission before sharing and will respect your wishes if you choose to refuse.

We will take all reasonable precautions to ensure that the information you have given us is stored and used securely and only for those purposes where we have either a legal duty or your permission to do so. In any event, we will endeavour to ensure that all processing of your, or your child's personal

data is carried out in accordance with the rules and safeguards found in the Data Protection Act 1998.

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 Grindon Hall Christian School).

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.

Free School – an all ability state-funded school set up by parents, teachers, charities and education experts to meet local need.

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

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

Looked-after 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 any of the council's Customer Service Centres 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 post your application to the School Admissions Team. Please ensure that, if you choose this option, 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 2 for more information.

25 September 2017	Preference period begins and parents should have received their information pack
15 January 2018	Preference period ends – preferences received after this date will be considered after those received on time
16 April 2018	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.
4 May 2018	Acceptance forms should be returned by this date
8 May 2018	First reallocation of places begins
18 May 2018	Appeal forms must be returned by this date
June – July 2018	Appeals held – parents will be notified of the outcome within five working days of the hearing
June – August 2018	Reallocation of places
14 December 2018	Waiting lists cease to operate

What kind of primary schools are there in Sunderland?

There are five different types of primary schools serving approximately 22,400 pupils:

42 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

The governing body 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.

25 Academies (including 1 Voluntary Aided School)

Academy 360 provides for girls and boys aged 4-16.

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

The Trust Boards will set the admission criteria and allocate places. All of the academies will be comprehensive, which means that children can be admitted regardless of aptitude or ability.

1 Free School

The governing body sets their admission criteria and allocates places. Grindon Hall Christian School provides for girls and boys ages 4-18. The school is comprehensive, which means that children are admitted 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 or Statement of Special Educational Needs. (For more information see page 2)

Primary published admission numbers for September 2018

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
Academy 360	Portsmouth Road, Sunderland SR4 9BA Tel: 300 6506 www.academy360.info	4-16	Academy	60
Albany Village Primary School	Crossgill Washington NE37 1UA Tel: 219 3650 www.albanyvillageprimary.org.uk	3-11	Community	30
Barmston Village Primary School	Barmston Centre, Washington NE38 8JA Tel: 219 3700 www.barmston.com	3-11	Community	30
Barnes Infant Academy	Mount Road, Sunderland SR4 7QF Tel: 553 5962 www.barnesinfantschool.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 7QF Tel: 553 6578 www.barnwellacademy.co.uk	3-11	Academy	30
Benedict Biscop CE Academy	Marcross Drive, Sunderland SR3 2RE Tel: 553 5974 www.benedictbiscopacademy.co.uk	3-11	Academy	30
Bernard Gilpin Primary School	Hall Lane, Houghton-le-Spring DH5 8DA Tel: 553 6523 www.bernardgilpin.com	4-11	Community	50
Bexhill Academy	Bexhill Road, Sunderland SR5 4PJ Tel: 553 6916 www.bexhill.wiseacademies.co.uk	3-11	Academy	60

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
Biddick Primary School	Kirkham, Washington NE38 7HQ Tel: 219 3675 www.biddickpns.co.uk	3-11	Community	45
Blackfell Primary School	Knoulberry, Washington NE37 1HA Tel: 219 3670 www.blackfell.co.uk	3-11	Community	30
Broadway Junior School	Springwell Road, Sunderland SR4 8NW Tel: 553 5980 www.broadwayjuniorschool.com	7-11	Community	60
Burnside Academy Inspires	Burnside Estate, Houghton-le-Spring DH4 5HB Tel: 553 6510 www.burnsideprimary.com	3-11	Academy	30
Castletown Primary School	Grange Road, Sunderland SR5 3EQ Tel: 553 5210 www.castletownprimary.co.uk	3-11	Community	60
Dame Dorothy Primary School	Dock Street, Sunderland SR6 0EA Tel: 553 7610 www.damedorothyprimary.co.uk	3-11	Community	30
Diamond Hall Infant Academy	Well Street, Sunderland SR4 6JF Tel: 5537620 www.diamondhallinfantacademy.co.uk	3-7	Academy	90
Diamond Hall Junior School	Well Street, Sunderland SR4 6JF Tel: 553 7630 www.diamondhalljunior.co.uk	7-11	Community	90
Dubmire Primary School	Britannia Terrace, Houghton-le-Spring DH4 6HL Tel: 382 3071 www.dubmireprimary.co.uk	3-11	Academy	60

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
Easington Lane Primary School	High Street, Houghton-le-Spring DH5 0JT Tel: 553 6730 www.easingtonlaneprimary.org.uk	3-11	Community	45
East Herrington Academy	Balmoral Terrace, Sunderland SR3 3PR Tel: 553 5986 www.ehps.co.uk	3-11	Academy	60
East Rainton Primary School	School Road, Houghton-le-Spring DH5 9RA Tel: 553 6505 http://eastrainton.org.uk	3-11	Community	20
English Martyrs' RC Primary School	Redcar Road, Sunderland SR5 5AU Tel: 553 5540 www.englishmartyrsunderland.org.uk	3-11	Voluntary Aided	30
Eppleton Academy	Church Road, Hetton-le-Hole DH5 9AJ Tel: 553 6738 www.eppletonacademyprimary.co.uk	3-11	Academy	30
Farringdon Academy	Archer Road, Sunderland SR3 3DJ Tel: 553 5994 http://farringdonacademy.co.uk	3-11	Academy	60
Fatfield Academy Inspires	Southcroft, Washington NE38 8RB Tel: 219 3710 www.fatfieldprimary.co.uk	3-11	Academy	30
Fulwell Infant School Academy	Ebdon Lane, Sunderland SR6 8ED Tel: 553 5548 www.fulwellinfant.org.uk	3-7	Academy	90
Fulwell Junior School	Sea Road, Sunderland SR6 8EE Tel: 553 5566 www.fulwelljunior.co.uk	7-11	Community	90

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
George Washington Primary School	Well Bank Road, Washington NE37 1NL Tel: 219 3735 www.gwps.org.uk	4-11	Academy	60
Gillas Lane Primary School	Seaton Avenue, Houghton-le-Spring DH5 8EH Tel: 553 6517 www.gillaslanepriamaryschool.co.uk	3-11	Academy	30
Grange Park Primary School	Swan Street, Sunderland SR5 1EA Tel: 553 5570 www.grangeparkprimary.com	3-11	Community	30
Grangetown Primary School	Speltenworks Road, Sunderland SR2 8PX Tel: 553 7647 www.grangetown.sunderland.sch.uk	3-11	Community	45
Grindon Hall Christian School	Nookside, Sunderland SR4 8PG Tel: 534 4444 www.grindonhall.com	4-18	Free School	66
Grindon Infant School	Gleneagles Road, Sunderland SR4 9QN Tel: 553 6865 www.grindoninfantschool.co.uk	3-7	Community	60
Hasting Hill Academy	Tilbury Road, Sunderland SR3 4LY Tel: 553 6023 www.hastinghill.wiseacademies.co.uk	3-11	Academy	50
Hetton Lyons Primary School	Four Lane Ends, Hetton-le-Hole DH5 0AH Tel: 553 6744 www.hettonlyonsprimaryschool.co.uk	4-11	Academy	60
Hetton Primary School	Moorsley Road, Hetton-le-Hole DH5 9ND Tel: 553 6750 www.sunderlandschools.org/hettonprimarysch	4-11	Community	20

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
Highfield Community Primary School	Fordfield Road, Sunderland SR4 0DA Tel: 553 7655 http://highfieldsunderlandschools.org	3-11	Community	60
Hill View Infant School	Heivelyn Road, Sunderland SR2 9JJ Tel: 553 7665 http://hillviewinfant.co.uk	3-7	Academy	120
Hill View Junior School	Queen Alexandra Road, Sunderland SR2 9HE Tel: 553 6031 www.hillviewacademy.co.uk	7-11	Academy	120
Holley Park Academy	Ayton Road South, Washington NE38 0LR Tel: 219 3740 www.holleyparkacademy.co.uk	3-11	Academy	35
Hudson Road Primary School	Villiers Street, South Sunderland SR1 2AH Tel: 553 7675 www.hudsonroad.org.uk	3-11	Community	40
Hylton Castle Primary School	Caithness Road, Sunderland SR5 3RE Tel: 553 5574 www.hyltoncastleprimary.org.uk	3-11	Community	30
John F Kennedy Primary School	Station Road, Washington NE38 7AR Tel: 219 3745 www.jfkprimary.co.uk	3-11	Academy	60
Lambton Primary School	Caradoc Close, Washington NE38 0PL Tel: 219 3750 www.lambtonprimary.co.uk	3-11	Community	30
Marlborough Primary School	Marlborough Road, Washington NE37 3BG Tel: 219 3825 www.marlboroughprimaryschool.co.uk	3-11	Community	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
Mill Hill Primary School	Doxford Park, Sunderland SR3 2LE Tel: 553 6036 www.millhillprimaryschool.co.uk	4-11	Community	60
New Penshaw Academy	Langdale Road, Houghton-le-Spring DH4 7HY Tel: 382 3076 www.sunderlandschools.org/newpenshawprimary	3-11	Academy	30
New Silksworth Infant School	Blind Lane, Sunderland SR3 1AS Tel: 500 0015 www.newsilksworthinfants.com	3-7	Academy	70
New Silksworth Junior School	Blind Lane, Sunderland SR3 1AS Tel: 500 0015 www.newsilksworthjuniorschool.co.uk	7-11	Academy	70
Newbottle Primary Academy	Houghton Road, Houghton-le-Spring DH4 4EE Tel: 553 6566 www.newbottleprimaryschool.co.uk	3-11	Academy	60
Northern Saints CE VA School	Rotherham Road, Sunderland SR5 5QL Tel: 553 5580 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 www.sunderlandschools.org/olqp	3-11	Voluntary Aided	45
Oxclose Village Primary Academy	Brancepeth Road, Washington NE38 0LA Tel: 219 3760 www.oxcloseprimaryschool.co.uk	3-11	Academy	30
Plains Farm Academy	Tudor Grove, Sunderland SR3 1SU Tel: 553 6041 http://plainsfarmacademy.co.uk	3-11	Academy	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
Redby Primary Academy	Fulwell Road, Sunderland SR6 9QP Tel: 553 5475 www.redbyprimary.org.uk	3-11	Academy	60
Richard Avenue Primary School	Hurstwood Road, Sunderland SR4 7LQ Tel: 553 6053 www.richardavenue.co.uk	3-11	Community	60
Rickleton Primary School	Vigo Lane, Washington NE38 9EZ Tel: 219 3785 www.rickletonprimary.co.uk	3-11	Community	60
Ryhope Infant School Academy	Shafesbury Avenue, Sunderland SR2 0RT Tel: 553 6238 ryhopeinfantschool.org.uk	3-7	Academy	60
Ryhope Junior School	Shafesbury Avenue, Sunderland SR2 0RT Tel: 553 6275 www.ryhopejuniors.co.uk	7-11	Community	60
Seaburn Dene Primary School	Tonver Crescent, Sunderland SR6 8LG Tel: 553 5590 www.seaburndeneprimary.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: 553 6853 www.southhyltonprimary.jk.org	3-11	Community	45
Southwick Community Primary School	Shakespeare Street, Sunderland SR5 2JX Tel: 553 5500 www.southwickprimary.co.uk	3-11	Community	45

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
Springwell Village Primary School	Westfield Crescent, Gateshead NE9 7RX Tel: 260 0552 www.springwellvillageprimaryschool.co.uk	3-11	Community	30
St Anne's RC Primary School	Hylton Road, Sunderland SR4 9AA Tel: 553 6860 http://stannesprimary.sunderlandschools.org	3-11	Voluntary Aided	30
St Bede's RC Primary School	Hampshire Place, Washington NE37 2NP Tel: 219 3795 http://st.bedes.sunderlandschools.org	3-11	Voluntary Aided	30
St Benet's RC Primary School	Fulwell Road, Sunderland SR6 9QU Tel: 553 5370 http://stbenetssunderlandschools.org	3-11	Voluntary Aided	45
St Cuthbert's RC Primary School	Grindon Lane, Sunderland SR4 8HP Tel: 553 6080 http://www.stcuthbertsprimaryschool.co.uk	3-11	Voluntary Aided	30
St John Bosco RC Primary School	Bradford Avenue, Sunderland SR5 4JW Tel: 553 6921 www.stjohnboscosunderland.org.uk	3-11	Voluntary Aided	30
St John Boste RC Primary School	Castle Road, Washington NE38 0HL Tel: 219 3800 http://www.stjohnbosteprimary.org.uk	4-11	Voluntary Aided	30
St Joseph's RC Primary School Sunderland	Rutland Street, Sunderland SR4 6HY Tel: 553 7725 www.st-josephs-rc-primary.co.uk	3-11	Voluntary Aided	30
St Joseph's RC Primary School Washington	Village Road, Washington NE38 7HU Tel: 219 3805 www.washingtonstjosephs.com	3-11	Voluntary Aided	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
St Leonard's RC Primary School	Tunstall Village Road, Sunderland SR3 2BB Tel: 553 6288 www.stleonardsprimary.org.uk	4-11	Voluntary Aided	30
St Mary's RC Primary School	Meadowside, Sunderland SR2 7QN Tel: 553 6087 www.stmarysrcsunderland.co.uk	3-11	Voluntary Aided	60
St Michael's RC Primary School	Durham Road, Houghton-le-Spring DH5 8NF Tel: 553 6535 http://www.stmichaelscatholicsschool.co.uk	4-11	Voluntary Aided	30
St Patrick's RC Primary School	Smith Street, Sunderland SR2 0RQ Tel: 553 6255 www.stpatrickshope.com	4-11	Voluntary Aided	25
St Paul's CE Controlled Primary School	Waterworks Road, Sunderland SR2 0LW Tel: 553 6281 www.stpaulshope.co.uk	3-11	Voluntary Controlled	30
Thorney Close Primary School	Torquay Road, Sunderland SR3 4BB Tel: 553 6093 www.thorneycloseprimary.org.uk	3-11	Community	40
Town End Academy	Borodin Avenue, Sunderland SR5 4NX Tel: 553 6996 http://townendwiseacademies.co.uk	3-11	Academy	30
Usworth Colliery Primary School	Manor Road, Washington NE37 3BL Tel: 219 3820 www.usworthcolliery.co.uk	4-11	Community	60
Valley Road Community Primary School	Corporation Road, Sunderland SR2 8PL Tel: 553 7750 www.valleyroadschool.co.uk	3-11	Community	60

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2018
Wessington Primary School	Lanercost, Washington NE38 7PY Tel: 219 3715 www.wessington.ik.org	3-11	Community	30
Willow Fields Community Primary School	Winslow Close, Sunderland SR5 5RZ Tel: 549 1509 www.willowfieldsprimary.co.uk	3-11	Community	20

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 2018 admission, that would be those children born between 1 September 2013 and 31 August 2014).

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.

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/index.aspx?articleid=1816>

Please note that you should still complete an application but clearly state your request to defer entry to Reception until September 2019.

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.

Information about the National Curriculum assessment of the pupils at the end of each Key Stage and Ofsted inspection reports can be found on our website at www.sunderland.gov.uk/school-admissions

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 10 – 19.

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 191 – 204).

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 either at home or alternatively at any of the council's Customer Service Centres, libraries, or schools. 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 or Free 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 and Free 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 also available at any of the Customer Service Centres or by calling 0191 520 5553.

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 **25 September 2017 until 15 January 2018.**

The online facility will enable you to make your application and then send 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 2018. However, if you do this, you **must** re-submit your application each time.

When you log onto the online system, you will be need to create a username and password if you have not previously applied. Use the space below to record your username and password, which you will need to use the online system again, to confirm where your child has been offered a place.

Username: _____

Password: _____

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 (if you have provided an email address).

What are the benefits of applying online?

- Clear, simple step-by-step instructions
- It is quick, safe and secure
- You can apply at home, Sunderland City Council Customer Services Centres, libraries or schools
- 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 16 April 2018 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, to any of the Council's Customer Service Centres or directly to the School Admissions Team at the address at the front of this booklet. It is the responsibility of parents to ensure that the application is received at the school or any of the Council's Customer Service Centres. Please do not leave this responsibility with your child.

The preference period lasts for 15 weeks, from 25 September 2017 to 15 January 2018. Therefore your application needs to be returned to either your child's current school, any of the Council's Customer Service Centres or to the Schools Admissions Team at the address at the front of the booklet, by **15 January 2018**. 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 either your child's current school or the Customer Service Centres, 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 2018 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 2018 and 9 March 2018) 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' 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 9 March 2018, 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.

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 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.

In respect of admissions for September 2018, Sunderland LA will operate an 'equal preference' system. All Community, Voluntary Aided and Voluntary Controlled Schools, Free 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 or Free 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, to any of the council's Customer Service Centres or to the School Admissions Team.

After the end of the preference period (15 January 2018), all applications that have been received will be considered.

All applications that have been received for Voluntary Aided schools, Free 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 30 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.

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

Once your application has been returned, it is possible to change the school/academy that you would like to apply to during the preference period. Therefore until 15 January 2018, it is possible to change the school.

However after that date and until 9 March 2018, 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 2018 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 apply online you will find out about your school place quicker via your online account on 16 April 2018. If you made a paper application, letters will be posted second class on 16 April 2018. This letter will contain the following information, where necessary:

- The name of the school at which a place is being offered;
- 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 decisions to refuse places at the other nominated schools;
- Contact details for the Aided schools, Free 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 14 December 2018, 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

Fulwell Infant School Academy – Fulwell Junior

Grindon Infant – Broadway Junior

Hill View Infant Academy – Hill View Junior Academy

New Silksworth Academy Infant – New Silksworth Academy Junior

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 25. **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, Free Schools or Academy, is their admission criteria the same?

No – the governing body of each Voluntary Aided or Free school and Academy is responsible for

their own admission policy and criteria. If you are considering applying for a place in an Aided school, Free School or Academy for your child, you should consult their criteria outlined on pages 31 – 183.

Admissions criteria

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) **'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).
- (ii) **Attendance in Key Stage 1 (age 4-6+) at the named feeder infant school. (This applies to Infant-Junior transfers only).**
- (iii) **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.
- (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).

Where a pupil has an Education, Health and Care Plan or a statement of special educational need 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 184 – 186) but are also available from the School Admissions Team.

Academy 360

The Trust Board of Academy 360 will be the Admission Authority for this academy. The governing body intends to admit up to 150 pupils to Year 7 in September 2018. This includes up to 60 pupils currently in Y6 at Academy 360, who will transfer. The governing body intends to admit 60 pupils to Reception in September 2018.

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.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming Academy 360 will be offered a place.

The Trust Board of Academy 360, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **'Looked-after' children** – 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 were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
2. **Attendance in key stage 2 (aged 7 -10+) at a designated cluster junior or primary school (applications for Year 7 only)**
3. **A sibling link** – an older brother/sister or older child (including adoptive, foster and step-children) that shares the same parent/carer and lives at the same address, who will still be attending Academy 360 at the time of admission.
4. **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 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 Academy staff).
5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

We reserve the right to use an effective tie-breaker when dealing with over subscription. Children will be allocated a place based upon the shortest safest walking route from the centre of the parental home residence to the main entrance of the school, with priority being given to those children living closest to the school. Distance will be measured using the Local Authority's 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 pupil then qualifies for a place at more than 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 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 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.

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 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.

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, February 2012.

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 either online through the Council's website or 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 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 or Statement of Special Educational Need 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

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, 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 the Academy or the Feeder 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.

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 place at the Academy will be placed on a waiting list which will be held by the Academy indefinitely. 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 2018.

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.

Children with an Education, Health and Care Plan or a Statement of Special Educational Needs naming Barnwell Academy will be admitted.

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

- 1. Looked-after children** – This refers to children who are looked after by a Local Authority in accordance with Section 22(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 child arrangement order, residence order or special guardianship order). 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. Children 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 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 available by writing to the Chair of the Trust Board at the Academy address. 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.

Benedict Biscop CE Academy

Admissions Policy 2018

The Governing Body of Benedict Biscop CE 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, the Diocesan Board of Education, 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."

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

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

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

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

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

1. Looked After children. This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, 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 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 class of the same academy in the previous academic year to that of their application.
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 resides, to the centre of the school, using the Local Authority's computerised measuring system, with those living closer to the school, receiving the higher priority. Proof of residency will be sought ie 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 same academic year or subsequent year
- their child takes up the place part time, if it is in the interest of the child, until the child is of compulsory school age
- the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

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

Notes and supplemental information:

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

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

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

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

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. The Published Admission Number (PAN) is 60.

The admissions authority acknowledges the rights of parents/carers to express a preference for the academy. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

If there are fewer applicants than there are places available for entry, everyone who applies will be offered a place.

As required by law, pupils with an Education, Health and Care Plan or a statement of Special Educational Needs naming Bexhill Academy will be offered a place.

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

1. **'Looked-after' children** – The highest priority must be given to Looked After Children (that 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 at the time of making an application to a school) and previously Looked After Children. Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a child arrangements order, residence order or special guardianship order (both defined under the Children Act 1989).
2. **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 Bexhill Academy 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 academy could 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 Local Authority's School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).

4. **Pupils 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 to the academy building (which faces Bexhill Road). Priority will be given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

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.

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 pupil then qualifies for a place at more than 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.

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 following address: -

**WISE Academies
Borodin Avenue
Town End Farm
Sunderland
SR5 4NX**

Burnside Academy Inspires

The Governing Body of the Burnside Academy Inspires will be the Admission Authority for this academy. The Governing Body intends to admit up to 30 pupils into Reception in September 2018.

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.

Pupils with an Education, Health & Care Plan or a Statement of Special Education Needs naming Burnside Academy Inspires will be offered a place.

The Governing Body of the Burnside Academy Inspires, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **'Looked-after' children** – 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 were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
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 Burnside Academy Inspires 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 could 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 Academy staff).
4. **Pupils 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 Governing Body 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 pupil then qualifies for a place at more than 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 parents 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.

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 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.

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 Governing Body at the school address.

Diamond Hall Infant Academy

The Governing Body of the Diamond Hall Infant Academy will be the Admission Authority for this academy. The Governing Body intends to admit up to 90 pupils into Reception in September 2018.

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.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming the Diamond Hall Infant Academy will be offered a place.

The Governing Body of the Diamond Hall Infant Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

- 1. 'Looked-after' children** – 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 were looked after, but ceased to be so, because of adoption (or become subject to a child arrangement order, residence order or special guardianship order).
- 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 Diamond Hall Infant Academy or Diamond Hall Junior 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 could 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 Academy staff).
- 4. Pupils 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 Governing Body 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 pupil then qualifies for a place at more than 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 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 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.

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 Governing Body at the school address.

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, 2014".

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 a Statement of Special Educational Need which names East Herrington Primary Academy will be admitted.

The Admission 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** - This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) and children who were looked after, but ceased to be so, because they were adopted (or became subject to a 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 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/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.

- 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 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**, 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:

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' RC VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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

Parishes served by the school

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

Published Admission Number

The governing body has set its admission number at **30 pupils** to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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 English Martyrs' RCVA 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 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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 2018.

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 and English Martyrs' (see note 4)
3. Other Catholic children (see note 4)
4. Looked after and previously looked after children (see notes 2&3)
5. Catechumens and members of an Eastern Christian Church (see notes 5&6)
6. Children of other Christian denominations (see note 7)
7. Children of other faiths (see note 8)
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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.

5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.

6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.

7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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.

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 2018.

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.

Pupils with a statement of Special Education Needs 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:

1. **'Looked-after' children** – a child that is 'looked-after' by a Local Authority in accordance with Section 22 of the Children's Act 1989 (b) and children who were looked after, but ceased to be so, because of adoption (or become subject to a child arrangement order, residence order or special guardianship order).
2. **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.
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). 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).
4. **Pupils 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).

Notes

Where a pupil has a statement of special education need naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

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.

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.

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 Reception in September.

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

The Governing Body of the Farringdon Primary Academy will be the Admission Authority for this academy. The Governing Body intends to admit up to 60 pupils into Reception in September 2018.

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.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming the Farringdon Primary Academy will be offered a place.

The Governing Body of the Farringdon Primary Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

- 1. 'Looked-after' children** – 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 were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
- 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 Farringdon Primary Academy 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 could 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 Academy staff).
- 4. Pupils 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 Governing Body 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 pupil then qualifies for a place at more than 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 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 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.

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 Governing Body at the school address.

Fatfield Academy Inspires

The Governing Body of the Fatfield Academy Inspires will be the Admission Authority for this academy. The Governing Body intends to admit up to 30 pupils into Reception in September 2018.

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.

Pupils with an Education, Health & Care Plan or a Statement of Special Education Needs naming Fatfield Academy Inspires will be offered a place.

The Governing Body of the Fatfield Academy Inspires, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **'Looked-after' children** – 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 were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
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 Fatfield Academy Inspires 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 could 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 Academy staff).
4. **Pupils 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 Governing Body 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 pupil then qualifies for a place at more than 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 parents 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.

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 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.

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

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 Statement of Special Educational Need 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

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children’s Act 1989(b) and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, 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 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.

3. Feeder School

Children who attend the Nursery Class of the same academy in the previous academic year to that of their application.

4. 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.

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 admissions policy for George Washington Primary School was unavailable at the time of going to print.

Grindon Hall Christian School

Grindon Hall Christian School (“the School”) will act as its own Admissions Authority and will operate admissions arrangements in line with the School Admissions Code and in consultation with Sunderland City Council.

The School 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 that the ethos of the School is non-denominational Christian. The school 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 school community. This does not affect the right of parents who are not of the Christian faith to apply for and be considered for a place.

1. Published Admission Number (PAN)

The School will operate two classes in every Year Group from Reception to Year 11, and also a Sixth Form. Senior Year Groups (Year 7 to Year 11) will not exceed 40. The number of students in Sixth Form will be approximately 80.

The number of new pupils admitted to the school in September of each year will be 44 into Reception and 10 into Year 12. (The Year 12 admissions number is based on an estimate of the number of external students likely to be admitted and may vary from year to year according to the number of existing, eligible Year 11 students who wish to take up sixth form places).

2. Application Process

Although acting as its own Admissions Authority, the School will work closely with the Local Authority in order to enable coordinated admissions arrangements to be applied across the city. The School will make available all necessary details to enable the Local Authority to compile its composite prospectus each year. Applications for admission to Reception will be made on the Local Authority Common Application Form, in line with published timescales. Applications to Year 12 will be made directly to the School, although it is not necessary for existing Year 11 students to formally apply for a place in Year 12.

3. Selection Process

Other than for entry into Year 12, no selection criteria will be applied for entry to the School other than, in the case of over-subscription, the over-subscription criteria. In the case of Year 12, the criterion will be the achievement of at least GCSE Grade C in the subjects to be studied at AS level (those subjects to be among those being offered at the time).

4. Over-Subscription Criteria

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

1. The School will adhere to the statutory requirement to give first priority, whether over-subscribed or not, to children with an **Education, Health and Care Plan or a Statement of Special Educational Needs** where the School is the named provider, as agreed between the School and the Local Authority.
2. **Looked after Children**, or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, residence or special guardianship order, whom the relevant authorities and/or the parents/guardians wish to attend the School (see Section 22(1) of the Children Act 1989 for a definition of “looked after child”).
3. **Children of staff** where the member of staff has been employed for at least two years at the time 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.
4. **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 also includes cases where a sibling can be reasonably expected to still be in the School at the time of his/her sibling’s 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 School. Where a child lives with parents with shared responsibility, each for part of a week, the home address will be held to be the address under which the child is registered with his/her doctor.
5. Children with **Significant Medical or other Personal Need**, as certified by a relevant professional.
6. The **Child Living Closest** to the front gate of the school, as measured from the ground floor front door of his or her permanent residence 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.

5. 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 of “first come first served”. Should the parents of that child not wish to take up the place, it will be offered to the child occupying the next place on the list, and so on.

6. Appeals Procedure

Parents who have not been successful in obtaining a place will be informed of their right to appeal. The School 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 School will make arrangements to admit any child where an appeal has been upheld.

7. In-Year Admissions

In-Year applications include applications made part-way through a school year or at the beginning of a school year which is not a normal entry point. The School will work closely with the Local Authority to enable a coordinated response to be made to in-year applications. To facilitate this, the School will communicate the availability of such places to the Local Authority as requested. Although in many instances the School would be able to fill places from an existing waiting list, careful consideration would be given to all applications as it might be the case that a particular child should, under the requirements of the School Admissions Code, be moved to the top of the list. All in-year applications will be treated fairly and, if a place cannot be offered, parents will be informed immediately and made aware of their right to appeal.

Hasting Hill Academy

The Trust Board of WISE Academies will be the Admission Authority for this academy. The Published Admission Number (PAN) is 50.

The admissions authority acknowledges the rights of parents/carers to express a preference for the academy. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

If there are fewer applicants than there are places available for entry, everyone who applies will be offered a place.

As required by law, pupils with an Education, Health and Care Plan or a statement of Special Educational Needs naming Hasting Hill Academy will be offered a place.

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

1. **'Looked-after' children** – The highest priority must be given to Looked After Children (that 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 at the time of making an application to a school) and previously Looked After Children. Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a child arrangements order, residence order or special guardianship order (both defined under the Children Act 1989).
2. **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 Hasting Hill Academy 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 academy could 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 Local Authority's School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).
4. **Pupils 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 centre point of the academy site main entrance of the academy with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

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.

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 pupil then qualifies for a place at more than 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.

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 following address: -

**WISE Academies
Borodin Avenue
Town End Farm
Sunderland
SR5 4NX**

Hetton Lyons Primary School

Please note that the admissions policy for Hetton Lyons Primary School was unavailable at the time of going to print.

Hill View Infant School

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. 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 reception class in the school year which begins in September 2018.

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 16 April 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 2018. 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.

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, 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 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.

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 Junior Academy

Please note that the admissions policy for Hill View Junior Academy was unavailable at the time of going to print.

Holley Park Academy

The Trust Board of Holley Park Academy will be the Admission Authority for this academy. The Trust Board intends to admit up to 35 pupils into Reception in September 2018.

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.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming Holley Park Academy will be offered a place.

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

1. **'Looked-after' children.** – a child that is 'looked-after' by a Local Authority in accordance with Section 22 of the Children's Act 1989 (b) and a child who were looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order).
2. **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 Holley Park Academy 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 could 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 Academy staff).
4. **Pupils 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).

Notes

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

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 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 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.

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 Reception in September.

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.

John F Kennedy Primary School

The Trust Board of John F Kennedy Primary School will be the Admission Authority for this academy. The governing body intends to admit 60 pupils to Reception in September 2018.

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.

Pupils with a statement of Special Education Needs naming John F Kennedy Primary School will be offered a place.

The Trust Board of John F Kennedy Primary School, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **'Looked-after' children** – a child that is '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).
2. **A sibling link** – an older brother/sister or older child (including adoptive, foster and step-children) that shares the same parent/carer and lives at the same address, who will still be attending John F Kennedy Primary 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 could 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 Academy staff).
4. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

We reserve the right to use an effective tie-breaker when dealing with over subscription. Children will be allocated a place based upon the shortest safest walking route from the centre of the parental home residence to the main entrance of the school, with priority being given to those children living closest to the school. Distance will be measured using the Local Authority's 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 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 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 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.

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 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.

New Penshaw Academy

The Governing Body of the New Penshaw Academy will be the Admission Authority for this academy. The Governing Body intends to admit up to 30 pupils into Reception in September 2018.

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.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming the New Penshaw Academy will be offered a place.

The Governing Body of the New Penshaw Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

- 1. 'Looked-after' children** – 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 were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
- 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 New Penshaw Academy 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 could 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 Academy staff).
- 4. Pupils 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 Governing Body 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 pupil then qualifies for a place at more than 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 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 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.

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 Governing Body at the school address.

New Silksworth Academy Infant and Junior

As an academy we are able to set our own admissions policy whilst ensuring it adheres to the Admissions Code 2012.

New Silksworth Junior Academy and New Silksworth Infant Academy have made the decision to adopt the Sunderland Local Authority schools admissions policy.

Parents have the right to express a preference for their children to attend the school of their choice. However, there may be occasions when that school is unable to meet all the preferences because of being over-subscribed. It is essential that an admissions policy is in place and is adhered to so that any unnecessary stress to parents and school is avoided.

Aim

The aim of this policy is to ensure that the school has a fair and equitable admissions system and procedure that is in line with the requirements of the Local Authority and Government Regulations.

The school has a Nursery Class and there are two elements to this policy to ensure clarity of admission procedures for both Nursery and Reception classes and then as children move into Year 3 within our Junior Academy.

The school does not discriminate against any child who expresses a preference for this school regardless of race, gender, religion or needs. New Silksworth Academy school is a very inclusive school and as such welcomes all children regardless of their needs.

Nursery Admission

Once a child has reached their second birthday, a parent may visit the school to register their child for Nursery to begin in the term following their third birthday. The birth certificate and proof of residence e.g. utility bill must be presented at the time of registration so that the birth date and address can be checked.

During the term before the child will enter Nursery, the school will send to parents a letter offering a place. The parent must then return the acknowledgement to confirm that they still require the place for their child.

Once this acknowledgement has been received, the school will then confirm the place and confirm the session that the child will attend. Nursery staff will then write to parents informing them of the induction procedures and the dates of the initial visits (which take place at the beginning of their starting term).

If the Nursery is over-subscribed, then the Academy will apply priority selection process as set out. This sets out the priorities as;

- a) a child in need
- b) a child with a sibling in school
- c) proximity of home address or that of registered child care to the school

Children must be toilet-trained before they attend nursery. Only children with a recognised medical problem will be allowed to attend Nursery in nappies as the Nursery does not have the staffing to cope with any other children who are not toilet-trained.

In the even that not all places are taken up by eligible children, early entry places will be offered to those children who have their third birthday in the Autumn term. The same procedures will be followed as for normal admission times except that the offer letters will be sent out in October/November.

School Admissions

During September of the year before the child is due to enter school, the Local Authority sends preference forms to parents of eligible children. These forms must be returned to the Local Authority either via the school or directly to the LA by the set date. It is now also possible to complete a preference form on-line. The LA will then inform parents if their child has been offered a place at the school. If the school is over-subscribed not all parents will be offered a place.

Parents do have the right to appeal against a decision. However, the class size pledge means that no classes in Infant schools should be over 30 and this may affect the decision of the Appeals Committee.

Any preference forms that are received by the LA after the due date will not be considered until all preferences received by the due date have been considered.

Induction procedures

Induction meetings for parents are held in June/July for parents of children starting Reception in September and similarly for children starting in Year 3 within the Junior Academy. Children from the Nursery class regularly visit the main school and are therefore already used to the layout of the school. Children from other Nurseries are encouraged to make a visit to the school before they start. Again, children in KS1 regularly take part in activities within the Junior Academy which assists with transition.

Admissions on transfer from another school in the same LA.

If a parent moves in to the area and wishes their child to transfer to New Silksworth Academy, they must first check that there are vacancies at the school and ask their current school for a transfer form. This must be completed and sent to the LA who will administer the transfer. The child can not be admitted until the LA has ensured that there is a place for the child.

Admission on transfer from a school in another LA

If a parent moves into the area and wishes to secure a place at the school, they must complete a preference form from the LA who will administer the transfer process.

Further information about arrangements for Sunderland School Admissions can be found on the below website;

<http://www.sunderland.gov.uk/index.aspx?articleid=1816>

Newbottle Primary Academy

The Trust Board of Newbottle Primary Academy is the Admissions Authority for this Academy. The Trust Board intends to admit up to 60 pupils into Reception in September 2018.

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.

Children with a Statement of Special Educational Needs naming Newbottle Primary Academy will be admitted.

We will admit up to 60 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(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 Child arrangements order, residence order or special guardianship order). 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. **Children of permanent staff* employed by the school.**

5. **All other children.**

*This is applicable to all permanent staff employed by Newbottle 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 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 available by writing to the Chair of the Trust Board at the Academy address. 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.

Northern Saints Church of England Voluntary Aided Primary School

Notes

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 2018.

Applications must be made on the Local Authority Common Application Form. 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 31st 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, the following criteria will be applied in the order set out below.

Admission Criteria For Northern Saints Church Of England Voluntary Aided Primary 2018/2019

1. **'Looked-after' child** – 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.

Note: 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 adopted from overseas or following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc. The only way in which such children could be given priority is under a medical/social criterion and, even then, they might not qualify.

2. **A sibling link** - an older brother/sister or older child (including adoptive and 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.
3. **Exceptional medical or psychological reasons** If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. 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. Eligibility under this category will be considered by the Temporary Governing Body after receiving advice from a meeting of Senior LA Officers.
4. **Other 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 to the New School Main Entrance Door via the main school drive (not the side gate), using a geographical information system (GIS).

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. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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 Lady Queen of Peace, Penshaw within the parish of St John XXIII, Washington and Penshaw.

Published Admission Number

The governing body has set its admission number at 45 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) available from the local authority in which the child lives. The parent will be advised of the outcome of

the application on 16 April 2018 or the next working day, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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 Reilly-O'Donnell, Our Lady Queen of Peace RCVA Primary School, Station Road, Penshaw, Houghton-le-Spring, Tyne and Wear, DH4 7JZ. 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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. First priority in each category will be given to children who will have an older sibling attending the school in September 2018.
- ii. 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 13)
 1. 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 4 and 12)

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 Penshaw. (See notes 4 and 12)
4. Other Catholic children (see note 4)
5. Children with an older sibling in school in September 2018.
6. Catechumens and members of an Eastern Christian Church (see notes 5&6)
7. Children of other Christian denominations (see note 7)
8. Children of other faiths (see note 8)
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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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).

12. 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.
13. 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 Discover Learning Trust Board of Oxclose Primary Academy is the Admissions Authority for this academy. The Trust Board intends to admit up to 30 pupils into Reception in September 2018. 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 returned to the LA by 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 a Statement of Educational Needs/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. **Looked After Child (LAC)/Adopted** – This refers a child who are '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).
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 the end of the Autumn Term, 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.

Plains Farm Academy

The Governing Body of the Plains Farm Academy will be the Admission Authority for this academy. The Governing Body intends to admit up to 30 pupils into Reception in September 2018.

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.

Pupils with an Education, Health and Care Plan or a statement of Special Education Needs naming the Plains Farm Academy will be offered a place.

The Governing Body of the Plains Farm Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

- 1. 'Looked-after' children** – 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 were looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
- 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 Plains Farm Academy 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 could 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 Academy staff).
- 4. Pupils 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 Governing Body 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 pupil then qualifies for a place at more than 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 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 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.

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 Governing Body at the school address.

Redby Primary Academy

1. Admission of Pupils – General Principles

Redby Primary Academy policy is centred on the principles of:

- Serving a traditional area/community identified as a catchment area;
- The social and educational advantages of children attending their local schools;
- Admission arrangements being consistently and equally applied to all requests being made by parents for admission, irrespective of background;
- The school complies with the Local Authority co-ordinated scheme/s for in-year and normal year-of-entry admissions;

Note: Where a child(ren) lives with parents with shared responsibility the LA policy on how to process the application will be followed.

2. Oversubscription Policy

The allocation of school places up to the planned admission number is in accordance with the oversubscription criteria below.

3. Planned Admission Numbers (PANs)

The PAN is determined in accordance with the results of the annual Net Capacity Assessment (NCA) review, Suitability document, impact on the community and neighbouring schools and is agreed in consultation between the LA and the school and relevant parties. Once determined, pupils should not be admitted above the PAN unless exceptional circumstances apply. The PAN for Redby Primary Academy is 60 for statutory school years.

4. Exceptional Circumstances

A school will be asked to exceed its PAN only where:

- An event/incident occurs in another educational establishment which could not have possibly 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.

5. Waiting Lists

Children who do not receive an offer of a place are automatically placed on a waiting list held only for a period of one term following refusal. If parents wish to keep a child on a waiting list beyond the first term they will need to write to the school for an extension of another academic term.

6. Appeals

Parents have the right of appeal to an independent Appeals Panel. Appeal forms can be obtained from the School Office.

7. Oversubscription Criteria

The admission of children with Statements of Special Educational Needs is covered by Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of Statemented pupils is given in the Special Education Needs Code of Practice.

- 8.1 Where all parental preferences for places at the school can be satisfied all children seeking a place will be admitted.
- 8.2 Where there are too few places available to satisfy all preferences places will be allocated according to the following priority order:
- i) Looked After children. This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.
 - ii) Children who will have a sibling(s) attending the school at the time of admission.
 - iii) Children with exceptional medical or social reasons. You must include a medical or social report prepared by a professional practitioner with reasons given why the Academy is the most suitable placement and send this in as supplemental information with your completed application form.
 - vi) Children of permanent staff* employed by the school.
 - vii) All other children.
- 8.3 If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the child's closeness to the preferred school (defined by straight line measurement using the LA Geographical Information based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations).
- 8.4 In the event that it is not possible to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent (of the school and LA) person to determine the final place(s).
- 8.5 Where applications are received from families with multiple birth siblings and by adhering to PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This recognises the exceptional nature of emotional bonds between multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

- The term “sibling” means full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.

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

- 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, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Ryhope Infant School Academy

The Governing Body of the Ryhope Infant School Academy is the Admission Authority for this school on behalf of the Academy Trust

The Governing Body intends to admit up to 60 pupils into Reception in September 2018.

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

Applications must be made in 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 an Education, Health and Care Plan or Statement of Special Education Need naming Ryhope Infant School Academy will be offered a place.

The Governing Body of Ryhope Infant School Academy, as the admissions authority, will admit students to the school 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(b) and a child who was looked after, but ceased to be so, because they were adopted (or become subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplementary information with their application form.
- 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 a parent/carers 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. 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 be attending the junior school for which the preferred school is the feeder infant school, at the time of admission.

- 4. 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).
- 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 of the school, using the Local Authority's computerized measuring system, with those living closer to the school receiving the higher priority.

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 the criteria in category.

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 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 which is 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 supplementary 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 through the school office.

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.

Children who are unsuccessful in securing a place at the Academy will be placed in 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.

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.

St Anne's RC Primary School

ADMISSION POLICY 2018-19

St Anne's RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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

Parishes served by the school

The school serves the parish of St. Anne's, Pennywell and Holy Family, Grindon.

Published Admission Number

The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 and in addition it should be made in writing to the headteacher of the school. 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 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.

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 C A Lynch, St. Anne's RC Primary School, Hylton Road, Pennywell, Sunderland. SR4 9AA. 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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 2018.

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the parish of St Anne's, Pennywell and Holy Family, Grindon (see note 4)
3. Other Catholic children (see note 4)
4. Looked after and previously looked after children (see notes 2 & 3)
5. Catechumens and members of an Eastern Christian Church (see notes 5&6)
6. Children of other Christian denominations (see note 7)

7. Children of other faiths (see note 8)
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 will be measured by the shortest walking route from the centre of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring 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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.

5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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.

St. Bede's RC Primary

St Bede's Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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 Bede's, Washington within the parish of St John XXIII, Washington and Peshaw.

Published Admission Number

The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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 Mr Curran, St Bede's Primary School, Hampshire Place, Washington, Tyne and Wear, NE37 2NP. 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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 2018.

1. 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 Washington (see notes 4&12)
3. Catholic Children whose home address is outside of the boundaries of the former parish of St Bede's Washington but within the parish boundaries of St. John XXIII, Washington and Penshaw (see notes 4&12)
4. Other Catholic children (see note 4)
5. Children with an older sibling in school in September 2018 (see note 10)
6. Catechumens and members of an Eastern Christian Church (see notes 5&6)
7. Children of other Christian denominations (see note 7)
8. Children of other faiths (see note 8)

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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.

6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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).
12. St Bede's Primary School serves the former parish of St Bede's, Washington within the parish of St. John XXIII, Washington and Penshaw. A boundary map of the former parish of St Bede's, Washington is available to view in the school.

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

St Benet's RC Primary

St Benet's RC VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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

Parishes served by the school

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

Published Admission Number

The governing body has set its admission number at 45 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2017.

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 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 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 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 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.

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 St Benet's RC VA Primary School, Fulwell Road, Sunderland. 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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 2017.

1. Looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the parish of St Benet's, Monkwearmouth, Sunderland. (see note 4)
3. Other Catholic children (see note 4)
4. Catechumens and members of an Eastern Christian Church (see notes 5&6)
5. Children of other Christian denominations (see note 7)
6. Children of other faiths (see note 8)

7. 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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.

6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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.

St Cuthbert's RC Primary

St. Cuthbert's R.C. Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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

Parishes served by the school

The school serves the parishes of Immaculate Heart of Mary, Sunderland, Holy Rosary, Sunderland & Holy Family, Sunderland.

Published Admission Number

The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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. 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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 2018.

1. 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, Holy Family, Sunderland (see note 4)
3. Other Catholic children (see note 4)
4. Catechumens and members of an Eastern Christian Church (see notes 5&6)
5. Children of other Christian denominations (see note 7)
6. Children of other faiths (see note 8)

7. 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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.

6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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.

St John Bosco RC Primary

St. John Bosco RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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

Parishes served by the school

The school serves the parish of Sacred Heart and St. John Bosco

Published Admission Number

The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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, St. John Bosco RC Primary School, Bradford Avenue, Sunderland SR5 4JW. 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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 2018.

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 and St. John Bosco (see note 4)
3. Other Catholic children (see note 4)
4. Looked after and previously looked after children (see notes 2&3)
5. Catechumens and members of an Eastern Christian Church (see notes 5&6)
6. Children of other Christian denominations (see note 7)

7. Children of other faiths (see note 8)
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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.

5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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.

St John Boste RC Primary

St John Boste RCVA Primary school was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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 admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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 Cushlow, St John Boste RC Primary School, Castle Rd, Oxclose, Washington, NE38 0HL. 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 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.

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 2018.

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 notes 4&12)
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 4)
5. Children with an older sibling in school in September 2018.
6. Catechumens and members of an Eastern Christian Church (see notes 5&6)
7. Children of other Christian denominations (see note 7)
8. Children of other faiths (see note 8)
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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.

5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.

6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. 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).
12. St John Boste RCVA Primary School serves the former parish of St John Boste, Washington within the parish of St. John XXIII, Washington and Penshaw. A boundary map is available to view in the school.

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 Roman Catholic Primary School in Sunderland was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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

Parishes served by the school

The school serves the parish of St. Joseph's in Millfield, Sunderland.

Published Admission Number

The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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 Galbraith, Headteacher, St. Joseph's Roman Catholic Primary school, Rutland Street, Millfield, Sunderland, SR4 6HY. 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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 2018.

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 (see note 4)
3. Other Catholic children (see note 4)
4. Looked after and previously looked after children (see notes 2&3)
5. Members of an Eastern Christian Church (see note 6)
6. Catechumens (see note 5)
7. Children of other Christian denominations (see note 7)

8. Children of other faiths (see note 8)
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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.

5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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.

St. Joseph's RC Primary School, Washington

St Joseph's RCVA Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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 John XXIII, Washington and Penshaw

Published Admission Number

The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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, St Joseph's RCVA Primary School, Village Lane, Washington, NE38 7HU. 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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 2018.

1. 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 4 and 12)
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

Penshaw.(see note 4 and 12)

4. Other Catholic children. (see note 4)
5. Children who will have an older sibling in the school in September 2018
6. Catechumens and members of an Eastern Christian Church (see notes 5&6)
7. Children of other Christian denominations (see note 7)
8. Children of other faiths (see note 8)
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 will be measured by the shortest walking route from the centre of the child's home (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring 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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who

have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.

5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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).
12. St Joseph's RCVA Primary School serves the former parish of Our Blessed Lady Immaculate within the parish of St John XXIII, Washington and Penshaw. A boundary map is available to view in the 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 RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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

Parishes served by the school

The school serves the parish of St Leonard's, Silksworth.

Published Admission Number

The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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 office@stleonards.school or 0191 553 6288. 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

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 (see note 11) attending the school in September 2018.

1. 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 4)
3. Other Catholic children (see note 4)
4. Children of a member of staff (see note 5)
5. Catechumens and members of an Eastern Christian Church (see notes 6&7)
6. Children of other Christian denominations (see note 8)

7. Children of other faiths (see note 9)
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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.

5. **Children of staff** means children of a member of staff who has been employed at the school for two or more years at the time at which application for admission to the school is made. A member of staff includes all school staff who are under direct employment of the governing body of the school.
6. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
7. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
8. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
9. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
10. **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.
11. **Sibling** 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.
12. **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.

St. Mary's RC Primary

St Mary's RC Primary 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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 Mary's, St. Cecilia's and St Patricks, Sunderland

Published Admission Number

The governing body has set its admission number at 60 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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 admissions officer at the 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 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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not 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 where false evidence is received.

OVERSUBSCRIPTION CRITERIA

Children who have a statement of Special Educational Need which names our school will be admitted to the school.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

First priority in each category will be given to children who will have older siblings attending the school in September 2018.

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 12).

1. Looked after Catholic children and previously looked after Catholic children (see note 2 & 3)
2. Catholic Children whose home address is within the parishes served by the school (see note 4)

3. Other Catholic children (see note 4)
4. Looked after and previously looked after children (see notes 2&3)
5. Catechumens and members of an Eastern Christian Church (see notes 5&6)
6. Children of other Christian denominations (see note 7)
7. Children of other faiths (see note 8)
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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish

priest who, after consulting with the Diocese, 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.

5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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).
12. **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 RC Primary

St. Michael's Catholic School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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 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 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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 Mr P. Foster, Headteacher, St. Michael's Primary School, Durham Road, Houghton-le-Spring DH5 8NF. 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 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.

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 2018.

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 St. Mary's, Easington Lane.
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 St. Mary's, Easington Lane.
4. Other looked after and previously looked after children (see notes 2&3)
5. Children of other Christian denominations (See note 5).
6. Children of other Faiths.
7. 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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.
5. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where a child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

6. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
7. **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** 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.
9. **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.

St. Patrick's RC Primary

St Patrick's RCVA Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 (see note 11) 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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

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

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 admission number at 25 pupils to be admitted to the reception class in the school year which begins in September 2018.

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

To apply for a place at this school, the parent must complete a common application form (CAF) 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, initially by a letter or email 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. 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 will be considered at the same time and after the closing date for admissions which is 15 January 2018.

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 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 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 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 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.

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 Patrick's RCVA 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 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 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.

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 2018.

1. Catholic looked after and previously looked after children (see notes 2, 3&4)
2. Catholic children who are resident in the parish of St Patrick's (see note 4)
3. Other Catholic children (see note 4)
4. Looked after and previously looked after children (see notes 2&3)
5. Catechumens and members of an Eastern Christian Church (see notes 5&6)
6. Children of other Christian denominations (see note 7)
7. Children of other faiths (see note 8)
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. 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. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.

6. **Eastern Christian Church** includes Orthodox Churches, and must be 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.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **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.
10. **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.
11. **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.

Town End Academy

The Trust Board of WISE Academies will be the Admission Authority for this academy. The Published Admission Number (PAN) is 30.

The admissions authority acknowledges the rights of parents/carers to express a preference for the academy. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

If there are fewer applicants than there are places available for entry, everyone who applies will be offered a place.

As required by law, pupils with an Education, Health and Care Plan or a statement of Special Educational Needs naming Town End Academy will be offered a place.

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

1. **'Looked-after' children** – The highest priority must be given to Looked After Children (that 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 at the time of making an application to a school) and previously Looked After Children. Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a child arrangements order, residence order or special guardianship order (both defined under the Children Act 1989).
2. **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 Town End Academy 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 academy could 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 Local Authority's School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).
4. **Pupils 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 to the academy building (which faces Borodin Avenue). Priority will be given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

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.

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 pupil then qualifies for a place at more than 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.

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 following address: -

**WISE Academies
Borodin Avenue
Town End Farm
Sunderland
SR5 4NX**

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/Free 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, Free 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 held in the Civic Centre 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 Children's Services, 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.

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

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. 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 LA. 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 LA. School governing bodies now determine the uniform policy of each individual school.

34. 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 State 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

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.

The following benefits do not entitle you to free school meals:

- Contribution-based Jobseeker's Allowance
- Working Tax Credit
- Foster Allowance
- Council Tax Benefit
- Incapacity Benefit
- ESA (contribution based)

How can I apply for Free School Meals?

Application forms are available from most schools and you can apply online at:
<http://www.togetherforchildren.org.uk/families/free-school-meals>

Frequently Asked Questions

Q) My children all go to different schools - should I fill a separate application form for Free School Meals for each child?

A) No - please put all your children on the same form even if they go to different schools

Q) How often do I have to apply?

A) You should apply when you first require Free School Meals. Your eligibility will be reviewed periodically and you will be contacted if eligibility could not be confirmed.

Q) How will the school know my child does not have to pay for school meals?

A) The schools concerned will be notified directly by Together for Children that your child/children can have a school meal free of charge. Each school makes its own arrangements for notifying the dinner service staff about who is to receive a school meal free of charge.

Q) What if my circumstances change?

A) You should notify Together for Children or the school as soon as possible to tell us of any changes, for example:

- If you start work and come off benefit
- If you change your address or name
- If your child changes school
- If your child moves address, and is no longer living with you

Q) From what date would Free School Meals be awarded?

A) Unfortunately current regulations do not allow Free School Meals to be back-dated. Therefore any claim will be awarded from the date the application form is received by Together for Children providing eligibility can be confirmed at that point in time.

Q) I receive Working Tax Credit would I be entitled to Free School Meals?

A) No. However, you may be entitled for 4 weeks after you stop qualifying for Working Tax Credits this is known as Working Tax Credit Run-On period

Q) What will happen when Universal Credit is introduced?

A) Together for Children will still be able to confirm your eligibility to Free School Meals however, we are unable to confirm what eligibility criteria will be used.

For 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 maximum 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 maximum 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.

*Please note that Discretionary Travel where by all children attending a school on grounds of religion or belief who lived over 2 miles from that school were issued a Free Travel Permit, will end from September 2014. 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) 5612284 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 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, looked-after 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 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.**

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/index.aspx?articleid=8549>

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 application 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.

Infant/Junior/Primary School place allocations for Sept 2017

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Statement of SEN	Total places allocated	Vacancies
Albany Village Primary	74	30	0	-	11	0	15	0	26	4
Barnston Village Primary	46	30	0	-	16	0	14	0	30	0
Barnes Junior	111	90	0	82	0	0	1	1	84	6
Bernard Gilpin Primary	104	50	2	-	19	0	31	1	53	0
Biddick Primary	98	45	3	-	14	0	20	0	37	8
Blackfell Primary	45	30	1	-	12	0	14	0	27	3
Broadway Junior	78	60	4	45	1	0	11	0	61	0
Castletown Primary	78	60	0	-	17	0	37	0	54	6
Dame Dorothy Primary	50	30	1	-	6	0	19	0	26	4
Diamond Hall Junior	94	90	3	79	0	0	1	2	85	5
Easington Lane Primary	49	45	0	-	20	0	13	0	33	12
East Rainton Primary	18	20	1	-	3	0	8	0	12	8
Fulwell Junior	90	90	1	86	0	0	1	2	90	0
George Washington Primary	115	60	1	-	22	0	27	1	51	9
Grange Park Primary	48	30	1	-	11	0	11	0	23	7
Grangetown Primary	75	45	1	-	16	0	27	0	44	1
Grindon Infant	81	60	0	-	11	0	29	0	40	20
Hetton Lyons Primary	119	60	1	-	21	0	38	0	60	0
Hetton Primary	72	20	0	-	10	0	11	0	21	0
Highfield Primary	97	60	3	-	18	0	47	0	58	2

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Statement of SEN	Total places allocated	Vacancies
Hudson Road Primary	51	40	0	-	10	0	24	0	34	6
Hylton Castle Primary	85	30	1	-	7	0	19	0	27	3
John F Kennedy Primary	112	60	2	-	15	0	29	0	46	14
Lambton Primary	88	30	1	-	8	0	17	1	27	3
Marlborough Primary	50	30	1	-	13	0	12	0	26	4
Mill Hill Primary	127	60	0	-	15	0	42	0	57	3
Richard Avenue Primary	77	60	2	-	25	0	19	0	46	14
Rickleton Primary	92	60	2	-	16	0	36	0	54	6
Ryhope Junior	71	60	2	58	0	0	0	0	60	0
Seaburn Dene Primary	79	30	0	-	6	0	22	0	28	2
Shiney Row Primary	48	45	0	-	8	0	22	0	30	15
South Hylton Primary	73	45	1	-	13	0	19	0	33	12
Southwick Primary	64	45	1	-	21	0	14	0	36	9
Springwell Village Primary	41	30	0	-	15	0	15	0	30	0
St Paul's CE Controlled Primary	76	30	0	-	9	0	21	0	30	0
Thorney Close Primary	81	40	1	-	7	0	28	2	38	2
Usworth Colliery Primary	111	60	3	-	24	0	33	0	59	1
Valley Road Primary	64	60	2	-	19	0	21	0	42	18
Wessington Primary	59	30	1	-	13	0	15	0	29	1
Willow Fields Primary	28	20	0	-	3	0	13	0	14	6

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

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 2017.

Aided Primary & Free School & Academy place allocations for September 2017

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	SEN	Total Places Allocated	Vacancies
Academy 360	81	60	0	18	0	22	-	-	-	-	0	40	20
Barnes Infant Academy	168	90	2	29	0	56	-	-	-	-	1	78	12
Barnwell Primary Academy	71	30	0	6	0	22	-	-	-	-	2	30	0
Benedict Biscop CE Academy	82	30	1	11	0	18	-	-	-	-	0	30	0
Bexhill Academy	111	60	0	24	0	31	-	-	-	-	0	55	5
Burnside Academy	57	30	0	10	0	8	-	-	-	-	1	19	11
Diamond Hall Infant Academy	116	90	0	29	0	38	-	-	-	-	1	68	22
Dubnre Academy	65	60	0	16	0	23	-	-	-	-	0	39	21
East Herrington Academy	155	60	0	18	35	-	-	-	-	-	2	55	5
English Martyrs' RC Primary	63	30	0	9	4	0	0	3	10	-	0	26	4
Eppleton Academy	55	30	0	8	0	14	-	-	-	-	0	22	8
Farringdon Academy	110	60	2	17	0	37	-	-	-	-	0	56	4
Fatfield Academy	39	30	0	7	0	14	-	-	-	-	0	21	9
Fulwell Infant Academy	190	90	0	30	0	60	-	-	-	-	0	90	0
Gillas Lane Academy	46	30	0	6	0	13	-	-	-	-	0	19	11
Grindon Hall Christian School	123	66	0	0	13	0	39	-	-	-	0	52	14

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	SEN	Total Places Allocated	Vacancies
Hasting Hill Academy	66	50	0	13	0	29	-	-	-	-	1	43	7
Hill View Infant Academy	204	120	1	50	0	69	-	-	-	-	0	120	0
Hill View Junior Academy	136	120	3	113	0	0	1	-	-	-	0	117	3
Holley Park Academy	75	35	0	13	0	22	-	-	-	-	0	35	0
Newbottle Primary Academy	118	60	1	27	0	32	-	-	-	-	0	60	0
New Penshaw Primary	40	30	2	6	0	11	-	-	-	-	0	19	11
New Silksworth Academy Infant	84	70	0	26	0	30	-	-	-	-	0	56	14
New Silksworth Academy Junior	51	70	1	45	0	0	-	-	-	-	0	46	24
Northern Saints CE Primary	117	90	2	32	0	51	-	-	-	-	0	85	5
Our Lady Queen of Peace RC Primary	86	45									0	35	10
Oxclose Primary Academy	68	30	0	8	0	16	-	-	-	-	0	24	6
Plains Farm Academy	43	30	1	11	0	14	-	-	-	-	0	26	4
Redby Primary Academy	88	60	1	19	0	19	-	-	-	-	0	39	21
Ryhope Infant Academy	102	65	2	23	0	35	-	-	-	-	0	60	5
St Anne's RC Primary	87	30	1	27	2	0	0	0	0	0	0	30	0
St Bede's RC Primary	52	30	0	18	2	0	0	0	1	3	0	24	6
St Benet's RC Primary	86	45	0	38	1	0	3	1	2	-	0	45	0

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	SEN	Total Places Allocated	Vacancies
St Cuthbert's RC Primary	98	30	0	21	9	0	0	0	0	-	0	30	0
St John Bosco RC Primary	52	30	1	15	4	0	3	0	0	6	0	29	1
St John Boste RC Primary	72	30	0	12	10	1	1	0	0	5	0	29	1
St Joseph's RC Primary Sunderland	56	30										24	6
St Joseph's RC Primary Washington	73	30	0	16	9	1	0	0	0	2	0	28	2
St Leonard's RC Primary	54	30										22	8
St Mary's RC Primary	162	60	2	39	19	0	0	0	0	-	0	60	0
St Michael's RC Primary	89	30	1	29	0	0	0	0	0	-	0	30	0
St Patrick's RC Primary	41	25										16	9
Town End Academy	100	30	1	12	0	16	-	-	-	-	1	30	0

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

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 2017.

Please note that the admission criteria for September 2017 was different to the admission criteria for September 2016 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 2017

School	Number of appeals lodged by parents	Number of appeals heard	Number of successful appeals	Number of appeals dismissed
Barnwell	3	2	0	2
Benedict Biscop	1	1	1	0
Bernard Gilpin	5	4	4	0
Fulwell Infant	5	3	0	3
Hetton	1	1	1	0
Hetton Lyons	4	3	0	3
Highfield	0	0	0	0
Hill View Infants	3	0	0	0
Newbottle	4	1	0	1
St Anne's	2	2	0	2
St Cuthbert's	3	3	0	3
St Mary's	2	2	0	2
St Michael's	0	0	0	0
St Paul's	4	2	0	2

Infant/Junior/Primary School place allocations for Sept 2016

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Statement of SEN	Total places allocated	Vacancies
Albany Village Primary	89	30	0	-	12	0	18	0	30	0
Barmston Village Primary	47	30	0	-	13	0	17	0	30	0
Barnes Junior	108	90	1	71	0	0	0	2	74	16
Bernard Gilpin Primary	118	50	3	-	26	0	39	0	68	0
Biddick Primary	134	45	3	-	20	0	27	0	50	0
Blackfell Primary	55	30	1	-	14	0	15	0	30	0
Broadway Junior	76	60	2	45	0	0	10	0	57	3
Burnside Primary	58	30	0	-	8	0	14	0	22	8
Castletown Primary	88	60	1	-	22	0	35	0	58	2
Dame Dorothy Primary	68	30	0	-	16	0	13	0	29	1
Diamond Hall Junior	83	90	0	74	0	0	0	0	74	16
Dubmire Primary	89	60	1	-	31	0	28	0	60	0
Easington Lane Primary	61	45	0	-	12	0	20	0	42	3
East Rainton Primary	15	20	0	-	6	0	3	0	9	11
Fatfield Primary	51	30	0	-	8	0	16	0	24	6
Fulwell Junior	90	90	4	80	0	0	0	2	86	4
George Washington Primary	126	60	0	-	20	0	40	0	60	0
Gillas Lane Primary	52	30	0	-	13	0	10	0	23	7
Grange Park Primary	68	30	2	-	8	0	20	0	30	0
Grangetown Primary	84	40	0	-	15	0	18	0	33	7

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Statement of SEN	Total places allocated	Vacancies
Grindon Infant	95	60	0	-	9	0	33	0	43	17
Hetton Lyons Primary	138	60	1	-	17	0	44	0	62	0
Hetton Primary	73	20	1	-	6	0	12	0	19	1
Highfield Primary	115	60	3	-	29	0	28	0	60	0
Hill View Infant	226	120	2	-	46	0	72	0	120	0
Hill View Junior	130	120	4	103	0	0	3	3	113	7
Hudson Road Primary	57	40	0	-	11	0	28	0	39	1
Hylton Castle Primary	79	30	1	-	14	0	17	0	32	0
John F Kennedy Primary	138	60	1	-	21	0	38	0	60	0
Lambton Primary	96	30	0	-	17	0	15	0	32	0
Marlborough Primary	30	30	1	-	14	0	8	0	23	7
Mill Hill Primary	123	60	0	-	18	0	41	1	60	0
New Silksworth Infant	64	70	1	-	15	0	16	0	32	38
New Silksworth Junior	70	70	3	56	0	0	0	3	63	7
Richard Avenue Primary	97	60	1	-	27	0	21	1	60	0
Rickleton Primary	98	60	4	-	21	0	35	0	60	0
Ryhope Junior	73	60	2	55	0	0	0	2	59	1
Seaburn Dene Primary	100	30	0	-	6	0	24	0	30	0
Shiney Row Primary	38	45	0	-	17	0	13	0	30	15
South Hylton Primary	55	45	0	-	7	0	26	0	33	12

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Statement of SEN	Total places allocated	Vacancies
Southwick Primary	85	45	3	-	18	0	37	0	58	0
Springwell Village Primary	43	30	2	-	6	0	22	0	30	0
St Paul's CE Controlled Primary	89	30	0	-	15	0	15	0	30	0
Thorney Close Primary	69	40	0	-	12	0	18	2	32	8
Usworth Colliery Primary	119	60	3	-	18	0	38	0	59	1
Valley Road Primary	84	60	0	-	23	0	37	0	60	0
Wessington Primary	71	30	3	-	13	0	16	0	32	0
Willow Fields Primary	41	20	1	-	10	0	9	0	20	0

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

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 2016.

Aided Primary & Free School & Academy place allocations for September 2016

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	SEN	Total Places Allocated	Vacancies
Academy 360	93	60	2	28	0	23	-	-	-	-	0	53	7
Barnes Infant Academy	201	90	4	35	0	51	-	-	-	-	0	90	0
Barnwell Primary Academy	76	30	0	15	0	14	-	-	-	-	1	30	0
Benedict Biscop CE Academy	89	30	2	11	22	-	-	-	-	-	0	35	0
Bexhill Academy	112	60	1	23	0	33	-	-	-	-	1	58	2
Diamond Hall Infant Academy	138	90	0	29	0	57	-	-	-	-	0	86	4
East Herrington Academy	164	60	1	25	34	-	-	-	-	-	0	60	0
English Martyrs' RC Primary	69	30	0	10	6	6	4	0	4	-	0	30	0
Eppleton Academy	56	30	1	10	0	13	-	-	-	-	0	24	6
Farringdon Academy	94	60	2	24	0	28	-	-	-	-	0	54	6
Fulwell Infant Academy	199	90	2	28	0	66	-	-	-	-	0	96	0
Grindon Hall Christian School	119	44	1	0	15	0	28	-	-	-	0	44	0
Hasting Hill Academy	62	50	0	17	0	18	-	-	-	-	0	35	15
Holley Park Academy	82	35	1	15	0	22	-	-	-	-	0	38	0
Newbottle Primary Academy	95	60	1	12	0	47	-	-	-	-	0	59	1
New Penshaw Primary	43	30	0	12	0	11	-	-	-	-	0	23	7

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	SEN	Total Places Allocated	Vacancies
Northern Saints CE Primary	128	70	0	23	0	62	-	-	-	-	1	86	0
Our Lady Queen of Peace RC Primary	95	45	0	34	3	7	0	1	0	-	0	45	0
Oxclose Primary Academy	75	30	0	16	0	13	-	-	-	-	1	30	0
Plains Farm Academy	47	30	0	11	0	19	-	-	-	-	0	30	0
Redby Primary Academy	98	60	0	19	0	30	-	-	-	-	0	49	11
Ryhope Infant Academy	112	65	1	27	0	35	-	-	-	-	0	63	2
St Anne's RC Primary	102	30	0	23	6	1	0	0	0	-	0	30	0
St Bede's RC Primary	63	30	0	24	2	1	0	3	0	-	0	30	0
St Benet's RC Primary	93	55										51	4
St Cuthbert's RC Primary	99	30	1	20	9	0	0	0	0	-	0	30	0
St John Bosco RC Primary	58	30										30	0
St John Boste RC Primary	76	30										25	5
St Joseph's RC Primary Sunderland	85	30	0	30	0	0	0	0	0	0	0	30	0
St Joseph's RC Primary	Washington	72	30										27
St Leonard's RC Primary	50	30										22	8
St Mary's RC Primary	162	60	2	39	19	0	0	0	0	-	0	60	0
St Michael's RC Primary	89	30	1	29	0	0	0	0	0	-	0	30	0

School	Total applications received	PAN	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	SEN	Total Places Allocated	Vacancies
St Patrick's RC Primary	41	25										16	9
Town End Academy	100	30	1	12	0	16	-	-	-	-	1	30	0

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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 2015.

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Primary School Admission Appeals – September 2016

School	Number of appeals lodged by parents	Number of appeals heard	Number of successful appeals	Number of appeals dismissed
Albany	3	2 (1 pending)	2	0
Barnes Infant	1	0	0	0
Barnwell	3	3	1	2
Benedict Biscop	5	5	5	0
Bernard Gilpin	16	14 (2 pending)	14	0
Biddick	6	5	5	0
Blackfell	1	0	0	0
East Herrington	3	3	0	3
English Martyrs'	1	1	0	1
Fulwell Infant	7	7	7	0
George Washington	1	0	0	0
Grange Park	2	2	0	2
Hetton	1	0	0	0
Hetton Lyons	7	5	2	3
Highfield	1	(1 pending)		
Hill View Infants	6	3	0	3
Holley Park	4	4	4	0
Hylton Castle	4	4	2	2
Lambton	7	5	2	3
Mill Hill	2	(1 pending)		
Newbottle	1	0	0	0
Northern Saints	19	19	19	0
Richard Avenue	1	1	0	0
Rickleton	1	1	0	0
Seaburn Dene	1	0	0	0
Southwick	13	13	13	0
St Anne's	3	3	0	3
St Cuthbert's	5	3	0	3
St Joseph's Sunderland	3	2	0	2
St Mary's	5	5	0	5
St Michael's	4	4	0	4
St Paul's	11	10	0	10
Town End Farm	2	1	0	1
Wessington	3	0	0	3
Willow Fields	2	0	0	0

