

AIM HIGH ACADEMY TRUST



ADMISSIONS POLICY

Dubmire Primary Academy
Gillas Lane Academy
Newbottle Primary Academy

Policy Approved	20.6.18
Next Review	Spring Term 2019
Signed: CEO	G Stephenson
Signed: Chair	P Dutton

The Trust Board of Aim High Academy Trust is the Admissions Authority for Dubmire Primary Academy, Gillas Lane Academy and Newbottle Primary Academy. The Trust Board intends to admit:

- up to 60 pupils into Reception in September 2019 (Dubmire Primary)
- up to 60 pupils into Reception in September 2019 (Newbottle Primary)
- up to 30 pupils into Reception in September 2019 (Gillas Lane Primary)

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 one of our academies will be admitted.

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

1. **Looked-after children** - This refers to children who are looked after by a Local Authority in accordance with Section 22(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). 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 academy.**
5. **All other children.**

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

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

Notes

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the 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.